

Acceptance Document
Section 3: OEM Mandatory Minimum Requirements

RFP TO11013

Manufacturer: The HON Company
Authorized Representative:

INSTRUCTIONS:

The following are mandatory minimum requirements that correspond to Section 3 OEM Mandatory Minimum Requirements.

A Y (Yes) or N (No) answer must be provided in column B for each line item. Any N (No) answer will disqualify your firm's proposal from further consideration. If Y/N column is highlighted in grey, no response is required.

In column C indicate the page number within the proposal where information regarding compliance can be verified.

If Column C is highlighted grey, no further information is required. Section 3.1 General Information of the RFP document contains instructions.

Section 3: Mandatory Minimum Requirements	Y/N	Provide the specific location (page number) within the proposal where information can be verified.
3.2 Product Offering		
All products offered must be new. Used, shopworn, refurbished, demonstrator, prototype, or discontinued models are not acceptable.	Y	
3.3 Website		
The Contracted Supplier(s) must maintain a contract website for each participating entity. The purpose of this website is to inform end users of the individual state programs under any subsequent Participating Addendum. Such Contract Websites shall, at a minimum, contain:	Y	
a. Product offerings and options, limited to the products and approved by each participating entity through their Participating Addendum.	Y	
b. A list of authorized dealers within the Participating States that are authorized to service the Contract.	Y	
3.4 Warranty		
The OEM shall, at a minimum, warrant the office furniture products and materials (excluding fabric) offered under this Master Agreement as defined below.		
a. Systems Furniture - 10 years	Y	
b. Seating - 10 years	Y	
c. Desk/Tables - 10 years	Y	
d. Filing, Storage and Case Goods - 10 years	Y	
e. Products (including parts and components) that fail under normal use as a result of a defect in design, materials, workmanship, or installation shall be repaired or replaced free of charge (including labor, delivery, and installation) throughout the warranty period.	Y	
f. Products that require warranty repair or replacement must be repaired or replaced within a reasonable time frame, or within a time frame that is agreed to in writing by the participating entity. This process is to ensure sufficient lead time for ordering warranty parts, components or products during the entire warranty period.	Y	
3.5 Geographic Coverage and Current Contracts - Complete Section 3 Supplement Tab		
Your company shall provide one or more of the product categories and services listed in Section 1.1 to all participating States listed in Section 1.29. You may only exclude a State if you currently do not have Authorized Dealer coverage for that State. A request may be made by a Contracted Supplier to update (additions/deletions) an Authorized Dealer list after award. The following information must be provided on TO11013 Appendix C Acceptance Document Section 3 and Section 3 Supplement as applicable:		Complete Section 3 Supplement Tab
a. Your firm's geographic coverage information must be provided in Section 3 Supplement - 3.5 Geographic Coverage by listing each State and clicking the checkbox for each category provided to that State.		Complete Section 3 Supplement Tab
b. A listing of your firm's current government contracts for the provision of Office Furniture must be provided in Section 3 Supplement - 3.5 Government Contracts.		Complete Section 3 Supplement Tab
3.6 Insurance Requirement		
Within 10 days of contract award, the Contracted Supplier must submit proof of certificate of insurance that meets the requirements stated in 3.6 Insurance Requirement or the Participating States requirements.	Y	
3.7 Delivery		
a. The Contracted Supplier or its Authorized Dealer must be able to offer the following delivery methods. Delivery pricing and fees will be negotiated in the participating addendum process.	Y	
• Drop Ship - Products will be delivered by a common carrier to a dock.	Y	

<ul style="list-style-type: none"> • Inside Delivery – Products will be delivered by the Authorized Dealer inside an office building location as designated on a purchase order. Products will be unloaded and unboxed with no assembly required. 	Y	
<ul style="list-style-type: none"> • Installation – Products will be delivered, unloaded, and assembled according to design plan and to a move-in ready condition incorporating 3.13 Installation of Product requirements. 	Y	
<ul style="list-style-type: none"> b. Delivery of goods shall be made to any location specified on the purchase order. This could include multiple delivery locations on one purchase order. These locations may include, but are not limited to, standard office buildings, high-rise office buildings, receiving docks, and staging areas. 	Y	
<ul style="list-style-type: none"> c. It shall be the responsibility of the Contracted Supplier or its Authorized Dealer to offer the services required to deliver, unload, uncrate, and assemble items ordered from any product category offered. 	Y	
<ul style="list-style-type: none"> d. The Contracted Supplier or its Authorized Dealer is responsible for the removal of all packaging materials from the job site on a daily basis. Dumpster and trash receptacles that belong to the purchasing entity for the participating State shall not be used. 	Y	
<ul style="list-style-type: none"> e. Under no circumstances will Purchasing Entity personnel assist with unloading product. 	Y	
<ul style="list-style-type: none"> f. The Purchasing Entities may elect to accept partial deliveries, however, final payment will not be made until all products have been received and accepted. 	Y	
<ul style="list-style-type: none"> g. The Contracted Supplier or its Authorized Dealer is responsible for storage of product(s) prior to the delivery and installation date as established on the purchase order. 	Y	
<ul style="list-style-type: none"> h. Emergency or rush deliveries requested by the Purchasing Entity that require special shipping and handling charges may be at the Purchasing Entity's expense, but only with prior written approval from the Purchasing Entity. Emergency or rush shipping charges shall be added to an invoice as a separate line item. 	Y	
<ul style="list-style-type: none"> i. In the event emergency or rush delivery is required as the result of an OEM or Authorized Dealer's error; all shipping and handling charges shall be paid by the Contracted Supplier including all charges for shipping and handling to Alaska and Hawaii. 	Y	
<ul style="list-style-type: none"> j. The acceptance of delivery with or without objection shall not waive the right to claim damage for breach nor constitute a waiver of requirements for timely delivery or performance of any actions that shall remain the obligation of the Contracted Supplier or Authorized Dealer. Unless otherwise stated in the participating addendum or project agreement, if delivery is delayed more than ten (10) calendar days beyond the delivery terms, the purchasing entity may impose a penalty equal to 3% of total project cost per week (Monday through Friday business week) for every week the delivery is delayed, assessed on the first day of each week. This penalty may be imposed at the discretion of the purchasing entity, but does not preclude the Purchasing Entity from compensation from the Contracted Supplier or Authorized Dealer for other expenses or penalties caused by the late delivery. 	Y	
3.8 Damage/Incorrect Product		
<ul style="list-style-type: none"> a. Damaged or Incorrect Product shall be reported to the Contracted Supplier or their Authorized Dealer by the Purchasing Entity within a reasonable time frame after the damage is noticed. 	Y	
<ul style="list-style-type: none"> b. The Contracted Supplier or their Authorized Dealer is responsible for pick-up and repair or replacement of all damaged goods within a reasonable time frame acceptable to the Purchasing Entity. 	Y	
<ul style="list-style-type: none"> c. The Contracted Supplier or their Authorized Dealer shall bear all risk of loss or damage with respect to returned products except for loss or damage directly attributable to the negligence of the Purchasing Entity. 	Y	
<ul style="list-style-type: none"> d. The Contracted Supplier or their Authorized Dealer is responsible for filing all claims for damage with carriers or other responsible parties in a timely manner. (Reference section 1.21 Freight Terms above) 	Y	
<ul style="list-style-type: none"> e. The Contracted Supplier or their Authorized Dealer is required to keep the Purchasing Entities informed of the replacement process and delivery date for any and all replacement orders. 	Y	
<ul style="list-style-type: none"> f. The Purchasing Entity will not be charged a re-stock fee for any returns due to a Contracted Supplier error. 	Y	
<ul style="list-style-type: none"> g. In the event that a Purchasing Entity does not accept product due to damages or shipment error as described above, no Purchasing Entity, including Alaska or Hawaii shall pay additional shipping and handling charges for the shipment of replacement products. 	Y	
3.9 Product Manuals		
<p>Upon request, an owner's manual shall be supplied for all procured products. Manuals may be available via the Contracted Supplier's website. The manual shall contain complete assembly and disassembly instructions including all necessary parts lists and diagrams.</p>	Y	
3.10 Contract Administrator and Usage Report Administrator - Complete Section 3 Supplement Tab		
<p>The Contracted Supplier shall provide a dedicated Contract Administrator to manage compliance with the scope and terms and conditions for this contract. The following information, at a minimum, regarding the Contract Administrator shall be provided:</p>	Y	Complete Section 3 Supplement Tab
<ul style="list-style-type: none"> a. Administrator's number of years experience in the office furniture industry. 		Complete Section 3 Supplement Tab

b. Confirmation that the OEM Contract Administrator has authority to enforce the scope of work and terms and conditions of the resulting contract.	Y	
The Contracted Supplier shall also provide a Usage Report Administrator responsible for the quarterly sales reporting described in Section 1.13 Usage Reporting Requirement.		Complete Section 3 Supplement Tab
3.11 Customer Service		
a. The Contracted Supplier or Authorized Dealer must have one lead representative for each entity that executes a Participating Addendum. Contact information shall be kept current.	Y	
b. Customer Service Representative(s) must be available by phone or email at a minimum, from 8AM to 5PM on Monday through Friday for the applicable time zones.	Y	
c. Customer Service Representative will respond to inquiries within one business day.	Y	
d. The Contracted Supplier or Authorized Dealer must provide design services for the applicable categories.	Y	
e. The Contracted Supplier or authorized dealer must provide Installation Services for the applicable categories.	Y	
f. Purchasing entities shall have the option of ordering through the OEM direct or through the authorized dealer network.	Y	
3.12 Installation		
The Contracted Supplier or Authorized Dealer shall take precautions during the installation of any product not to damage the premises or the property of the Purchasing Entity. If damages do occur as a result of operations under this contract, the Contracted Supplier or Authorized Dealer is responsible for ensuring that the affected area/item(s) are returned/restored to the original condition, or the Contracted Supplier or Authorized Dealer shall make restitution, as agreed upon by the parties.	Y	
General:		
a. The Contracted Supplier or Authorized Dealer shall be fully responsible for the assembly team and the supervision of the team.	Y	
b. The Contracted Supplier or Authorized Dealer is responsible for ordering any missing, damaged, or incorrect items upon discovery.	Y	
c. The Purchasing Entity shall incur no additional charges as a result of the Contracted Supplier or Authorized Dealer's error.	Y	
d. The Purchasing Entity reserves the right to hire or make arrangements for additional cleaning personnel if the Contracted Supplier is not able to properly clean and ready the site for occupation by the designated move in date.	Y	
e. The cost of additional cleaning shall be fully reimbursed by the Contracted Supplier or Authorized Dealer.	Y	
Specific to Systems Furniture and Accessories:		
a. The Contracted Supplier or Authorized Dealer must offer Design Services as described in Section 3.13.	Y	
b. The Contracted Supplier or Authorized Dealer must work cooperatively with the Purchasing Entity and participate in the final walk-through inspection and provide a punch out checklist if requested.	Y	
c. The punch out written checklist shall be a listing of any missing, incorrect, or damaged items.	Y	
d. The Contracted Supplier or Authorized Dealer is responsible to ensure that a final cleaning will be completed prior to the final walk-through and shall include a wet wipe down of all surfaces, vacuuming of carpet or broom sweeping of solid surface flooring, and any other cleaning required for the work stations to be in move-in condition.	Y	
Specific to Seating:		
a. The Contracted Supplier or Authorized Dealer shall be fully responsible for the assembly of the product. Installed items must be fully assembled and ready for use within the agreed upon timeframe of the Purchasing Entity.	Y	
b. The Contracted Supplier or Authorized Dealer is responsible for ensuring that a final cleaning will be completed prior to the final walk-through and acceptance of the seating items.	Y	
Specific to Desks, Tables, Filing, Storage and Case Goods:		
a. The Contracted Supplier or Authorized Dealer must offer Design Services as described in Section 3.13.	Y	
b. The Contracted Supplier or Authorized Dealer shall be fully responsible for the assembly of installed product. Installed product must be fully assembled and ready for use within the agreed upon timeframe of the Purchasing Entity.	Y	
c. The Contracted Supplier or Authorized Dealer must place all desk, tables, filing, storage and case goods in the location designated by the Design Plan or Purchasing Entity.	Y	
d. The Contracted Supplier or Authorized Dealer is responsible to ensure that a final cleaning will be completed prior to the final walk-through and acceptance of all purchased items.	Y	
3.13 Design Services		
OEM shall provide, if offering open office panel systems, through their Authorized Dealer network, to all purchasing entities, all design, reconfiguration, and layout services at a contracted hourly rate for each State. The contracted hourly rate for these services will be negotiated during the Participating Addendum process.	Y	

a. Fabric, paint, and finishes shall be available electronically and incorporated in CAD drawings to aid in the selection process. The accuracy of all facility dimensions, obstructions, and attributes shall be the responsibility of the OEM's Authorized Dealer for each Participating State.	Y	
b. The OEM Authorized Dealer network shall be responsible for overages, shortages or all other ordering errors resulting from orders based on the design work completed by the OEM's Authorized Dealer. Approval of design work by the Purchasing Entity does not constitute responsibility for the OEM's Authorized Dealer design or ordering process.	Y	
c. If the OEM's Authorized Dealer for each Participating State is found to have designed and specified a new furniture installation which does not fit properly due to inaccurate floor plans, it shall be the OEM's Authorized Dealer for each Participating State's responsibility (financially and logistically) to resolve the matter to the Purchasing Entity's satisfaction. No payment shall be made until the issue is fully resolved and approved by the Purchasing Entity's project manager for any Participating State.	Y	
d. The OEM's Authorized Dealer for each Participating State shall provide an installation plan showing in detail, the position of all new furniture products, wall heights, colors, types of panels, and voice/data outlets. The Purchasing Entity's project manager for any Participating State shall approve, in writing, the final plan.	Y	
e. The OEM's Authorized Dealer shall be responsible for all plans and their review for correct product application and stability. The OEM's Authorized Dealer is responsible to notify the Purchasing Entity's project manager immediately of any deviations or inconsistencies with product capabilities, including unusual assembly requirements.	Y	
f. The OEM's Authorized Dealer is responsible for accurately specifying all necessary products including parts, components, connectors, fillers, trim pieces, and other items in the plan and on the component list. If parts are missing at assembly time, the OEM's Authorized Dealer is responsible for the quick shipment (within 48 hours) of the missing parts.	Y	

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4.2 Warranty:

A. *To what extent does the manufacturer's standard warranty for each product category exceed the minimum warranty requirement in Section 3.4 Warranty?*

The HON Company offers a Full Lifetime Warranty which covers HON product lines, materials and components. As outlined below, this warranty exceeds the minimum of 10 years required in Section 3.4 as HON's warranty is for the life of the product. This includes all product categories offered in this solicitation; Systems Furniture, Seating, Desk/Tables and Filing, Storage and Case Goods.

Product Category:	WSCA Minimum Requirement:	The HON Company Warranty:
Systems Furniture:	Minimum 10 Years	Full Lifetime Warranty
Seating:	Minimum 10 Years	Full Lifetime Warranty
Desk/Tables:	Minimum 10 Years	Full Lifetime Warranty
Filing, Metal Storage & Wooden Case-Goods	Minimum 10 Years	Full Lifetime Warranty

Some exclusions may apply, see attached warranty document for details.

B. *Describe how access to warranty documents or warranty information is made available to a participating entity.*

There are a number of ways participating entities can access HON warranty information. By visiting www.hon.com and clicking on the "warranty" link at the bottom of the page; by contacting our Government Customer Support team at 800-466-8694 or hongsateam@honcompany.com; and by contacting a HON authorized Servicing Dealer. Warranty information is also included in our catalogs and list pricers.

C. *Provide the number of claims filed for each of the following product categories listed for calendar year 2010.*

- Systems Furniture – 1,064
- Seating – 3,132
- Desk/Tables – 2,548
- Filing, Storage and Case Goods – 1,540

D. *Describe your firm's policy in regards to how the warranty applies to products that have been discontinued.*

If HON is unable to repair an item due to discontinuation, we will replace it with a comparable product or, if preferred, refund the purchase price.

E. *To what extent beyond five years or the warranty expiration period as defined in section 3.4 are parts and components available for products that have been discontinued?*

We certify current products offered within this bid, or a functionally similar item, shall remain available for a period of twenty (20) years from the date of award.

F. *Submit a copy of the manufacturer's standard warranty for each product category.*

We have attached a copy of the HON Full Lifetime Warranty.

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4.3 Website:

A. Is your firm prepared and capable of providing a dedicated website for each Entity that executes a participating addendum?

The HON Company is prepared and capable of providing a dedicated website for each Entity that executes a participating addendum. Currently, The HON Company has multiple websites located within www.hon.com that meet the requirements as outlined in many of our current State and Local contracts.

B. If a website is available, describe in detail the features, benefits and capabilities the website offers.

Each dedicated website for the Participating Entities will have full access to the benefits, features and capabilities of our main website, www.hon.com.

Features of the dedicated website will include:

- Ordering and payment information – the website will provide information on how to place orders with The HON Company and our Authorized Dealers. The HON Company's remit to information will also be listed on the website.
- Contract specific pricing and discount information – the website will provide a link to our current List Pricer and the ability to request our most recent catalog. Discounts negotiated through WSCA and the Participating Entity will be available on the website.
- Authorized Dealer information – the website will list the contact information and addresses for Authorized Dealers as approved by the Participating Entity and WSCA. SBE/MBE status as certified by the Authorized Dealer and approved by the Participating Entity can also be noted on the website.
- Contact information for The HON Company Sales Team, Customer Support, and Contract Administrator will be listed on the website.
- Detailed product information including: features, dimensions, descriptions, price, finishes, textiles, multiple product views, and videos highlighting specific product series.
- Warranty information will be available on the website.
- Product care information will be accessible on the website.
- A link to www.honthinksgreen.com will be on the website; HONthinksgreen will provide detailed information regarding environmentally preferred products, certifications, environmental data sheets and disassembly instructions.
- Information about The HON Company; company overview, vision statement, etc.
- Showroom locations and contact information.

Capabilities of the dedicated website will include:

- Links to Participating Entity procurement or State websites.
- Contract related documents available for download.
- Dealer locator.
- Ability to request a current HON catalog; in PDF or hard copy.
- Downloadable brochures and other product information.
- Product Search features.

Benefits:

- Information regarding HON's product and pricing will be accessible to Participating Entities, End Users, and Authorized Dealers on one website.

- Information will be up-to-date and provide a quick reference for Participating Entities and End Users when reviewing products, contact information, discounting, etc.
- Environmental information about The HON Company and our products will be accessible and easy to find.
- The website will be user friendly and seamless to navigate with search features and links.

C. To what extent does your website provide detailed information on product offering, color and fabric options, pricing, and product compatibility?

As described above, our website provides the following information about our product offering: dimensions, descriptions, price, finishes, textiles, multiple product views, and videos highlighting specific product series. Photographic images are available on the website for our product, finishes, and textiles. When a product is viewed on our website images of the item are provided, the list price is shown, collection and model numbers are displayed, compatible products are suggested for the product series, dimensions are listed, finish options are provided with images, product care information is provided and information regarding product features is presented.

D. Does the website provide the ability to search authorized dealers in the geographic area of each participating entity?

Within each Participating Entity's dedicated website we will provide a listing of Authorized Dealers. We will provide a link to our dealer locator on www.hon.com which will provide the ability to search the HON dealer network by zip code and mile radius, city and/or state. On www.hon.com a listing of our HON showrooms will also be provided.

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4.4 Customer Service:

A. *Describe in detail how the firm proposes to provide satisfactory product representation and sales support to participating entities and how will the participating entity be notified of changes to the representative contact information.*

The HON Company has both a nationwide Sales Team and a nationwide network of Authorized Dealers to cater to the needs of our End Users. The HON Company and our Authorized Dealers are prepared to meet with Participating Entities and End Users to present information about The HON Company and to demonstrate our product offering. Upon request, The HON Company will furnish literature that reflects our product offering. Literature will be provided free of charge and will include catalogs, product information, brochures, pricing information, etc. Our website, www.hon.com, also includes a vast amount of information regarding HON product, pricing, certifications and environmental information. At the request of the Participating Entity, The HON Company will submit all literature for review and approval.

Changes to representative contact information: Participating entities will be notified of contact information changes to the Contract Administrator, Usage Report Administrator and to other primary representatives of the contract in writing and/or by email. If a Participating Entity has an alternate preferred method of contact, The HON Company will adhere to the preferred method of contact for the Participating Entity.

B. *To what extent are your firm's service centers open beyond the minimums described in section 3.11?*

Our Customer Support team is available between the hours of 7:00 a.m. – 6:00 p.m. Monday through Friday CST to answer phone and email inquiries. If there is an urgent issue or an emergency outside of business hours our Sales representatives are available to address customer concerns.

C. *Describe the ordering options available including OEM direct, authorized dealer network, and website ordering.*

Purchase orders can be made out directly to either The HON Company or to the Authorized Dealer. **OEM Direct Ordering Options:** End Users who place orders directly with The HON Company can submit them by email or fax. While the purchase order may be made out to The HON Company, we encourage End Users to submit the purchase order to our Authorized Dealers for review. The Authorized Dealer will examine the purchase order for accuracy to ensure proper product and pricing is reflected on the order. The Authorized Dealer will then place the order with The HON Company on behalf of the End User through email, fax or The HON Ready Portal. An order acknowledgement will be sent to the End User and the Authorized Dealer outlining order details, production timeline, and shipment date.

Authorized Dealer Network Ordering Options: Authorized Dealers can place orders via email, fax, or through the HON Ready Portal. Placing orders directly with the dealer provides them the opportunity to review the purchase order for accuracy and to ensure proper product and pricing have been reflected on the order. Authorized Dealers also have access to the HON Ready Portal which is a secure site with multiple resources that allow the dealer to view specials and process orders accurately, timely, and efficiently. Through the HON Ready Portal the dealer may create quotes, request design services, submit orders via EDI or e-order, and track current orders. Our ordering system ensures accuracy for large, complex, government orders. After the order has been entered into HON's systems, the dealer/agency receives an Acknowledgement outlining the order details,

production timeline, and shipment date. All orders made out directly to an Authorized Dealer are subject to credit approval.

Website Ordering: The HON Ready portal is currently available only to our Authorized Dealer network.

D. Describe the process that will be used to ensure that a Customer Service Representative will respond to all inquiries within one business day.

The HON Company Customer Service team members are driven by productivity metrics that measure both quality and quantity factors on a daily basis. One primary metric is what we call "Average Seconds to Answer;" on average a HON team member picks up the phone within 60 seconds of receipt of the call. Incoming calls are automatically routed to the next available member and are monitored for content quality to ensure the customer receives the correct information. Each morning, voice mails are checked and calls are returned based upon the location and time zone of the customers.

Although the majority of customer inquiries are received via phone, HON treats emails with the same level of importance as if the customer were calling HON directly. HON uses an email tracking system to ensure all emails receive a response in a timely manner. Emails received before 4:00PM CST are answered the same business day.

To uphold HON's exceptional level of customer service, we retain highly trained members with flexible scheduling and employ real time quality monitoring. Our customer service members receive six weeks of rigorous training and are empowered to resolve customer issues on the first call.

E. Describe the design and installation services available through your dealer network.

Our Authorized Dealers have the ability to design and create drawings with specifications using CAD software. The HON Company also offers services to help our Authorized Dealers create professional drawings which include: 3-D Drawings, complete parts list, product compatibility, CAD furniture plans, photo-realistic renderings to help with visualization and furniture plan finishes.

Our Authorized Dealers will become familiar with the project space and recommend the best way to receive and install the furniture with minimal impact to the End User. Our Authorized Dealers will work directly with The HON Company and the End User, designers, or other designated representatives, to ensure installation timeframes and deadlines are met. The installation will be performed by professionals who will ensure the job site is properly protected and will follow all appropriate safety precautions. In States that require union labor or prevailing wage rates, The HON Company will ensure appropriate professionals are utilized. Upon completion of the installation, all debris will be removed and surfaces wiped clean. A final inspection will take place with the End User to ensure furniture has been appropriately placed, without damage, and the space is in move-in condition.

F. Describe in detail the process that your firm utilizes to track and respond to issues and concerns from both your Authorized Dealers and the purchasing entity.

The HON Company's Customer Service team uses a robust order tracking tool (Linx) to archive customer conversations associated with orders. Customer Service team members are required to update this system with notes from every call received by a customer. This process allows HON to track the status of the issue, track reoccurring issues, share information with internal departments, and resolve issues in a timely manner. Team members and team leaders have access to all conversations noted in the tracking tool; this is essential for backup purposes and quality monitoring. Issues can also be escalated to a team leader with all communications documented. HON is driven by the desire to identify the root cause of an issue, find a solution and sustain the process. Managers' review escalated issues to ensure resolution is timely and accurate.

G. Describe your return and restocking policy and procedure when the purchasing entity orders in error.

The HON Company is a made-to-order company because of this we do not stock items. The HON Company must provide written authorization for any returns; returned products are subject to a 25% restocking fee, in addition to cost of return freight.

H. Submit a sample of a completed Dealer invoice. A Sample is attached.

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4.5 Delivery:

A. Describe in detail how your firm processes emergency or rush deliveries that are requested by a Purchasing Entity.

The HON Company is a made-to-order company; because of this we do not stock any items. Emergency or rush orders are subject to a 3.5% list up-charge if The HON Company cannot meet the required dates within standard lead times for the product. If the emergency or rush delivery is a result of an Authorized Dealer error or The HON Company's error such as damage, shortages, etc. The HON Company will make every effort to expedite the product at no cost to the End User.

B. Describe in detail the standard lead time for shipping for each of the shipping methods defined in section 3.7 of this RFP.

Drop Ship: Standard lead times for products delivered by a common carrier to the customer's dock will be 60 days after receipt of a complete order.

Inside Delivery: Standard lead times for products delivered by an Authorized Dealer inside an office building location as designated on the purchase order will be 60 days after receipt of a complete order. The products will be unloaded and unboxed with no assembly required.

Installation: Standard lead times for products delivered, unloaded, and assembled according to design plan and to a move-in ready condition will vary depending on the size and complexity of the project. Products will ship within the 60 standard lead times. The Authorized Dealer will work directly with The HON Company and the End User to establish an installation schedule that has the least impact to the End User and the facilities. Every effort will be made to ensure the installation will be completed within the timeframe provided by the End User. The HON Company will assign a dedicated Project Coordinator to assist Authorized Dealers on large and/or complex orders. The Project Coordinator will be assigned to the project from the planning phase to the end of the project. The Project Coordinator will review order documents for completeness and accuracy, ensure the order totals are consistent with the purchase order totals and/or project totals outlined by the End User, and will work with the Authorized Dealer to create a project schedule. The Project Coordinator will continuously monitor the project to ensure adherence to milestones and project requirements. The following HON milestones have been identified and are critical to the shipment of the product:

Milestone:	Explanation:
Acknowledgement Date	Date order is put into production planning
Ship Date	Order leaves HON's dock
Deliver Date	Order arrives at customer's dock
Install Date	Order is installed
Initial Walk Thru	Conducted by Authorized Dealer and End User, punch list items identified
Punch List Expedited	Ship date is monitored; punch list items are identified by End User are addressed, replacement and/or parts are expedited
Final Walk Thru	Order is completely installed (punch list issues resolved) and acceptance from the End User has been received

The Project Coordinator will approve all changes to project milestones with both the Authorized Dealer and the End User prior to implementation. These changes will be documented within the order system.

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4.6 Firm:

A. Provide a brief history of your firm including the following:

The HON Company was founded in 1944, and through innovation The HON Company has grown to be a leader in the office furniture industry. As businesses grow and expand, HON's designs and products have followed suit, keeping The HON Company relevant as both a new and existing solution. From file cabinets to executive chairs, desks to suites, The HON Company offers a full line of affordable and stylish products that look great and last for years to come.

1. Number of years manufacturing and marketing the Office Furniture product categories being offered in response to this RFP.

- A. Systems Furniture – 1980's
- B. Seating – 1977
- C. Desk/Tables – 1971
- D. Filing, Storage and Case Goods – 1953

2. Number of separate product lines available in each product category.

- A. Systems Furniture – 4
- B. Seating – 50
- C. Desk/Tables – 22
- D. Filing, Storage and Case Goods – 19

B. Describe specifically what makes your firm a stable long term partner for WSCA.

We are confident HON's foundations will provide the stable, long-term, partnership that WSCA and its members require. Our financial stability, experience, innovation, performance capabilities, and environmental attentiveness are the reasons HON stands out from the rest.

Financial stability - The HON Company is a subsidiary of HNI Corporation which is also based out of Muscatine, Iowa. HNI was incorporated in 1944 and is publicly traded on the New York Stock Exchange under the symbol HNI. HNI is a \$1.6 billion dollar company with eight subsidiaries that participate in the office furniture industry. HNI Corporation reported \$1,686,728,000 in net sales for the fiscal year end January 1, 2011.

Experience – HON has provided office furniture to the public for over 65 years and has participated on government contracts for over 20 years. Contracts for State and Local entities are available in all 50 U.S. states. Through our HON held General Services Administration Multiple Award Schedule GS-27F-0015S, HON provides access to a wide range of storage/filing, desking, systems, seating and tables to U.S. Federal Agencies across the world. Our Multiple Award Schedule and our State and Local contracts grant The HON Company the ability to fulfill office furniture needs for virtually every type of customer.

Innovation – The HON Company has a strong commitment to continuous improvement and innovation. In 1992, we introduced Rapid Continuous Improvement (RCI) to our employees; RCI empowers HON employees to find ways to develop more efficient processes and to eliminate waste. RCI has attributed to HON's ability to increase productivity, improve product quality and enhance workplace safety. HON is

able to offer short average lead times, from receipt of order to delivery and installation, for most of our products.

Product innovations for The HON Company are strongly focused on the environment and the needs of our customers; with this in mind, we created a program to ensure our products were responding directly to those needs. We call it Voice of the Customer; Voice of the Customer is an approach centered on turning to those who use our furniture for their everyday needs; the process includes interviewing End Users and designers to understand how they are using our furniture and what are their pain points. With this information HON has been able to create products that truly have the End User in mind.

Environmental Attentiveness – In 1947, the corporation began making card files from pieces of scrap metal generated from its contract business. More than fifty years later, The HON Company practices one of the industry's strongest and most comprehensive programs to conserve raw materials and reduce waste. Additional details regarding The HON Company's environmental programs are outlined in section 6.2 of this response.

Performance Capabilities – At HON, we understand that product alone just isn't enough, that's why we hold service to such a high standard. We have a team in place to listen and understand our Government End User's specifications and to create the very best solution for the end user to be successful in their procurement processes. The HON Company's production, distribution and logistics network has the capacity to support hundreds of truckloads daily, seven days a week, shipped nationally and internationally. We have experience in coordinating major projects as well as delivering a single piece of furniture. Our dedicated Government Customer Support team has a solid foundation of government order characteristics and is available to both our Government End Users and Authorized Dealers. Customer Support Project Coordinators are assigned to large orders to assist our Authorized Dealers throughout the life of a project. Our nationwide network of Authorized Dealers works directly with The HON Company and our End Users to manage an order from time of quote until delivery, inspection and acceptance. Both The HON Company and our Authorized Dealer's commitment to our End Users do not end when a project is complete. We are available throughout the life of the product to assist with replacement parts, warranty issues and all other product needs.

C. Describe specifically what information the OEM contract administrator would provide at annual meetings with an entity that has executed a participating addendum.

The HON Company can provide:

- Usage reports detailing customer name, order number, invoice number, invoice date, invoiced sales, product detail, model numbers, quantities and other information as outlined by the Participating Entity. HON can also provide any additional information or reporting as requested by the Participating Entity.
- HON can provide information for the State that supports small business procurement program requirements and initiatives. For example, certified MBE/SBE Authorized Dealers in the participating State and total servicing volumes.
- We can provide information for the State that supports environmental sustainability procurement goals and initiatives. For example, complete listing of purchases within the State of environmentally preferred products.
- During annual meetings, The HON Company will discuss our performance under the contract, request feedback to ensure continued success, and provide any additional information necessary to properly summarize HON's adherence to contract performance standards.

D. Describe specifically what information the OEM contract administrator would provide at annual contract evaluation meetings with the Master Agreement Administrator as defined in section 1.5 of this RFP.

The HON Company can provide the same information as outlined above for the participating State. We can provide this information on an overall aggregate level or broken down by State. We can discuss trends and buying patterns within the States, discuss feedback received from meetings with Participating Entities, and review our overall contract performance.

E. Describe how you plan to implement the contract including having a single point of contact to perform and manage all aspects of this contract.

The Contract Administrator will be the single point of contact to perform and manage all aspects of this contract. The Contract Administrator will be responsible for completing addendums with the participating States and WSCA. The Contract Administrator will also be responsible for submitting contract revision requests such as product changes, Authorized Dealer updates, etc. to WSCA and to participating States as necessary. Upon receipt of award, the Contract Administrator will engage our Sales team to communicate terms of the contract for both WSCA and the participating States. Informational packets in the form of presentations or word documents will be provided to our Sales team by the Contract Administrator to educate our Authorized Dealers on the terms of the contracts; these packets will be updated upon receipt of a modification. Modifications to our contracts will be announced to our Authorized Dealers and our Sales team through email communications. Our Sales team will ensure that our Authorized Dealers and End Users are up-to-date with the most current contract information. Questions or clarifications regarding the contracts by End Users and Authorized Dealers will be routed through the Contract Administrator, as necessary the Contract Administrator will reach out to WSCA and/or the participating Entity. The HON Company will keep up-to-date contract information on our dedicated websites for accessibility to End Users and Authorized Dealers.

F. Describe in detail your firm's escalation management plan including contact information.

- Christy Lung, is the Contract Administrator and is the single point of contact; she will reach out to the appropriate department to work through potential issues.
Direct line: 563-272-7351, fax: 563-272-7384, email: lungc@honcompany.com
- Keith Keller is the Director of Government Contracts & Compliance; he oversees the Contract Administrator.
Direct line: 563-272-7969, email: kellerkm@honcompany.com
- Ben Brewster, Government Solutions Manager; he oversees the government Customer Support Team.
Direct line: 563-272-7945, email: brewsterb@honcompany.com
- Jeff Anderson, Vice President Government Sales; he oversees the Government Business Development Managers and manages government End User and Authorized Dealer relations.
Direct line: 412-794-8005, email: andersonjeff@honcompany.com
- **The following is contact information for Government Business Development Managers; they manage relationships with End Users and Authorized Dealers within their respective regions:**
 - Andy Bogart – North East Region; Direct line: 203-937-6572, email: bogarta@honcompany.com
 - Michael Hoenninger - Mid-Atlantic Region and PA; Direct line: 202-641-3975, email: hoenningerm@honcompany.com
 - Steve West - Mid-Atlantic Region and South East Region; Direct line: 704-776-5872, email: wests@honcompany.com
 - Maxine Gordon - South Central Region and South East Region; Direct line: 202-320-3768, email: gordonm@honcompany.com
 - Mark Mueller - Central Region; Direct line: 630-362-2321, email: muellerm@honcompany.com
 - Duane Slaman – North West Region; Direct line: 719-661-5170, email: slamand@honcompany.com
 - Mike Sunday - Western Region; Direct line: 563-299-7910, email: sundaym@honcompany.com
 - David Norton – South West and South Central Region; Direct line: 469-855-5548, email: nortond@honcompany.com

G. Provide a one page resume of the single point of contact's pertinent work experience relating to the provision of Office Furniture. See attached.

4.7 Authorized Dealer Relationships:

A. Briefly describe what your firm requires from potential dealers to become an "Authorized Dealer." Provide an Authorized Dealer List on TO11013 Appendix C Acceptance Document Section 4 Supplement in the format provided.

The HON Company Authorized Dealer network is structured to achieve top performance, and it provides the most reliable delivery experience in the industry. We value our Authorized Dealer relationships because we are both working together towards a common goal; to deliver an exceptional experience to our customers. HON enters into an agreement with our Authorized Dealer partners based upon HON's evaluation of the Authorized Dealer's form and method of conducting business, business acumen, capacity to render service with respect to our products, financial stability, and business reputation. All of these characteristics must also fit into HON's business philosophy, atmosphere, and strategies. Authorized Dealers are required to sign commitments that ensure HON servicing levels, standards, and terms and conditions are maintained. Approved Authorized Dealers must be able to provide the following services:

- Receive purchase orders and review them for conformance to HON's established pricing, discount and freight policies. This also includes verification of quantities and requirements requested by the End User. The Authorized Dealer will contact the End User to work through all discrepancies.
- Notify The HON Company if there are delays to the project, The HON Company will proactively attempt to reschedule the shipment to avoid product storage; if the need for storage arises, our Authorized Dealer will provide storage related services.
- Upon receipt of shipment, inspect the contents of the shipment carefully. If shipment is made by a HON trailer, the Authorized Dealer must note any damages or shortages on HON's trailer delivery sheet and file a corresponding claim with HON. If shipment is made by common carrier, the Authorized Dealer will note any damage or shortages on the freight bill and request an immediate inspection by carrier.
- Installation professionals will be provided by Authorized Dealers to install the product and ensure the job site is properly protected. All appropriate safety precautions will be followed as well as properly protecting the building and job site to prevent damage.
- Upon completion of the installation, the Authorized Dealer will ensure all debris has been removed and surfaces have been wiped down.
- Authorized Dealers will conduct a final inspection with the End User to ensure furniture has been appropriately placed, without damage, and the space is in move-in condition.
- As requested by HON, the Authorized Dealer will provide end-user orientation for all products.

The HON Company has an extensive Authorized Dealer network in all 50 States; there are no States which currently are not covered by a HON Authorized Dealer.

B. Describe in detail how your firm currently measures an authorized dealers' performance.

The HON Company field sales team conducts business reviews on a quarterly basis with Authorized Dealer principals and key sales staff. Items specifically reviewed during this process are as follows:

- **Sales Results** - It is critical that HON dealers meet their sales goals and have the appropriate infrastructure to support these goals.
- **Quick Response Service Capability** - The dealership must have trained service technicians to address in warranty issue or service requirement.
- **Installer Training** - Dealership must have access to quality installers either on staff or subcontracted that have been trained by HON factory representatives in all product categories. It is also essential

that the installer can provide proof of all necessary insurance requirements for each installation location

- **Design Services** - The authorized dealer must have designers available that have been trained in the space planning and specification of HON furniture. They must have an understanding of LEED and sustainability needs for projects. They must be proficient in the use of Giza, CAP, or any other product specifying software.
- **Use of Technology** - The dealership must be able to demonstrate the active use of technology to properly manage the business. Such as, maintaining the appropriate business management and financial systems. HON authorized dealers must be trained in entering orders electronically to allow for "clean" orders with significantly less errors. This is a key performance indicator that is discussed with HON dealers at each quarterly business review.
- **Financial Performance** - It is critical to HON and our valued clients that our authorized dealers have a strong financial footing and solid credit. Each dealership undergoes a financial evaluation through our credit department twice annually or if any unusual circumstances deem a review necessary.

C. Describe in detail the process for revoking a dealership from an authorized dealer for issues related to customer service, lack of inventory, poor design service, late deliveries, or other authorized dealer performance related issues.

As part of our agreement with our Authorized Dealers, The HON Company reserves the right to take corrective action in the event of non-performance. The HON Company will become involved in issues of non-performance and will work to satisfy the End User as quickly as possible. If an Authorized Dealer has multiple service failures for a particular project, HON may reassign the project to another Authorized Dealer to ensure the work is completed as per specifications outlined by the End User. If The HON Company consistently becomes involved with projects in which the dealer has service failures, the HON Company reserves the right to terminate the relationship with the Authorized Dealer.

D. Describe in detail how your firm will support and assist an authorized dealer in improving their performance and the corrective action process.

The HON Company is committed to our Authorized Dealer partners and has structured our field sales team to serve as a mentor to our Authorized Dealers and their representatives. One-on-one coaching is provided by the Business Development Managers as well as our Regional Vice Presidents on a case-by-case basis. The Business Development Manager is immediately alerted to service failures by our Authorized Dealers and will work directly with the dealer and the End User to seek resolution. A coaching session will take place with the Authorized Dealer afterward to highlight where issues occurred and how to better structure their business practices to avoid future failures. Our field sales team works directly with our Authorized Dealers to tailor a selling model that enhances our dealer's strengths and improves on our dealer's weaknesses. Our field sales team conducts frequent "Sales Blitzes" with our Authorized Dealers to provide opportunities to strengthen relationships and service techniques with the Dealer, End User and The HON Company.

E. Describe in detail the process that your firm uses to track and respond to issues and concerns from both your Authorized Dealers and from Participating Entities.

Issues and concerns are sent to The HON Company Contract Manager and are addressed immediately. If the issue must be escalated, The HON Contract Manager will remain engaged in the process until resolution has been received. Issues and concerns from Authorized Dealers or from participating entities are tracked through internal databases and a data repository. Information regarding the issue, the response and the outcome are stored under the pertinent contract for future reference. The HON Company's Customer Service team uses a robust order tracking tool (Linx) to archive customer conversations associated with orders. Customer Service team members are required to update this system with notes from every call received by a customer. This process allows HON to track the status of the issue, track reoccurring issues, share information with internal departments, and resolve issues in a timely manner. Team members and team leaders have access to all conversations noted in the tracking tool; this is essential for backup purposes and quality monitoring. Issues can also be escalated to a team leader with all communications documented. HON is driven by the desire to identify the root cause of an issue, find a solution and sustain the process. Managers' review escalated issues to ensure resolution is timely and accurate.

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200 Oak Street
Muscatine IA 52761

800.553.8230

5.2 Systems Furniture and Accessories Evaluated Product Qualifications:

A. Description of Monolithic Panel System

HON Initiate® Panel Systems offer a simple solution to your open plan needs while delivering the latest in sustainability and durability. It provides a stacked look without stacking complexity, and segmented panels provide tiled looks with the simplicity of monolithic construction.

Initiate is tough on the inside with steel cross members, aluminum uprights, zinc corners and glide towers and Nature core™ fiber board; tough on the outside with metal top caps, polymer base rails that don't bend out of shape. The steel work surface stiffeners resist bowing, and recessed steel reinforcement channel design facilitates good ergonomics and easy pedestal placement.

Initiate panels meet SCS Indoor Advantage Gold Certification and Level 2 Certification by utilizing a patented material known as Nature Core. Metal components are finished using low VOC emitting technology while maintaining a HAP (hazardous air pollutant below 0.3 per gallon.)

Options

Panels may be installed as monolithic as well as segmented. The product line provides standard acoustical/tackable panels as well as moderately tackable and hard surface panels. Acoustical/tackable panels are offered in powered, non-powered and open base models and provide a Class A fire rating. Pass-thru panels (open area below work surface height) allow access to wall outlets and are also offered in powered, non-powered and open base models. Single, double, and triple tier clear glass panels in powered, non-powered and open base models are included in the standard offering of Initiate Systems. The visible light transmission of the frosted glass panels are no more than 90%, the optimal amount to providing privacy while still enjoying the transfer of natural lighting. Single tier perforated steel panels are also available in powered, non-powered and open base panels. Hard surface panels are constructed of high pressure laminate (HPL) and are available with the laminate on both sides or, laminate on one side and tackable fabric on the other. Laminate panels may also be coupled with clear and frosted glass models. Laminate panels are designed as powered and open base panels and are available in the same standard laminates as work surfaces.

A panel door with a lock can be utilized with standard panels to create private offices. The door surface is constructed of high pressure laminate (HPL) with the same standard laminate options as work surfaces. A sliding privacy screen that attaches to the panel system with tracks is available.

Technology panels provide access ports at the beltline to accommodate both electrical and data on both sides of the panel. Technology panels are able to accommodate two duplex receptacles and four data lines at the work surface height on each side of the panel. Technology panels, in addition to base rail capabilities, provide an additional routing of ten Cat 5E cables at beltline height at a 60% fill ratio (excluding electrical components). Panels have the capacity to be connected to panels of different heights without restricting specified configurations, without limiting capacity for hanging components, and without adversely affecting the structural integrity of the system. Maximum height is 81" for the Initiate panel system.

Ease of Reconfiguration

The panel-to-panel connection design provides a positive, rigid, full-length connection of panels, including variable panel height connections. All are metal-to-metal connections at the top of the panels. Panels have the capacity for being connected at 90-degree, at three-way "T", and at four-way junctures using the same, universal connector—multiple connectors are not required to be specified. Panels have finished integral ends so that there is no need to specify or install vertical trim. Panels may be added to an existing configuration without dismantling an entire run. Simply remove the top cap, slide an I-connector into the position corresponding with the new panel, and connect the new panel. Unused components that ship with the standard universal connector may be used for later reconfiguration.

Cable Management (Initiate)

Three prewired electrical system options are offered: a four-circuit option providing three utility circuits plus an isolated circuit for more sensitive equipment; a four-circuit option that provides two utility circuits and two isolated circuits for even more extensive computer usage applications; and a three-circuit wiring option that provides separate neutrals for each of the three circuits. All components are UL Listed and labeled. All wiring harnesses are in metal flexible conduit. Duplex receptacles fit within an opening sized for commercially available "designer style" receptacles. For ease of use, receptacles are numbered with circuit identification. The isolated circuit designator is colored orange or red. Capacity is provided for routing in-feed wiring from a floor, wall, or ceiling power source (routing from a ceiling area via a power / communication pole). Power in-feed options include base and ceiling in-feeds and a power pole option. Power in-feed options are attachable without any modification requirements to the panel or base rail covers. A pass-thru electrical harness with and without a power block is available.

B. Description of Frame and Tile system

Abound is a frame and tile systems which offers a clean, streamlined look that complements any office environment. Solid construction keeps it looking new over time. Flexible configuration, component and finish options make it both striking and practical. And friendly attributes make it easy to reconfigure and easy on your budget while reducing its environmental impact.

The Abound system meets SCS Indoor Advantage certification for air quality, and level™ 2 certification by BIFMA. The level certifies to the BIFMA e3 Sustainability Standard. Additionally, the system has a paint reclamation process that is used on non-show surfaces, particleboard made with 100% recycled content, recycled and recyclable polyester fabrics, and uses low VOC water-based adhesives.

Options

Panel frames ship fully assembled. Panel top caps, top end caps and vertical trim are constructed of metal. The structural members of the frame are constructed from steel and aluminum. Each panel frame has slots, integral to the panel, at each end and on both sides at 1" increments to provide capacity for structurally supporting hang-on components and adjustability. The panel frames have no "panel creep", including that which is created by end-of-run finishing trim. Panel frames are universal, designed to accept all styles of panel tiles therefore eliminating the installation complexity of requiring specifically positioned tiles. Panels are UL Listed and labeled. All standard panels are equipped with lay-in cabling and electrical pathways in the base rail and lay-in cabling in the top rail. All panels, with the exception of the doors, accept electrical components for distribution. All panel base rail covers possess receptacle openings to allow installation of electrical components/receptacles. Panel base rail covers wider than 24" have two receptacle openings per side to allow installation of electrical components/receptacles. 24" wide powered panel base rail covers have one receptacle opening per side. All panels, with the exception of the doors, accept electrical components for distribution. Panel frames are capable of being segmented throughout panel height, allowing multiple tiles to be inserted on one panel frame. Panel frames are able to accept a minimum of two "stack-on" frames for change-of-height capability. Stacking panels are capable of accepting overhead storage components. The Abound system is capable of achieving a 12 ft. minimum straight run with a return panel at each end, without a requirement for intermediate support feet

or support panels. The panel system has the capacity for vertically positioning any number of panel hung storage units when return panels are positioned at each end of the panels in which the storage units are positioned. Maximum height for the Abound system is 110".

The following tiles are available for the Abound panel system: tackable acoustical, ported, monolithic, glazed, marker board, polymer/acrylic, painted metal, SecureFit tool, slotted tool, pass-thru and a custom tile kit that may be used with any approved 1/4" thick rigid material as a tile. A panel door than can be used with any standard panels to create private offices. The door surface is constructed of high-pressure laminate, and is available in the same color ways as high-pressure laminate work surfaces. Fabric ported tiles are acoustical/tackable. Fabric tiles are available in both monolithic and segmented monolithic models. Panels with standard tackable tiles meet or exceed BIFMA acoustic recommendations when tested per ASTM-C423-90a. Glazing material is tempered safety glass. Fabric ported tiles are available with access ports above the work surface.

Technology panels are available with access ports at beltline. Technology panels are able to accommodate both electrical and data on both sides of the panel as well as two duplex receptacles and for data lines at the work surface height on each side of the panel. These technology panels also include a metal faceplate that conceals the work surface height conduit and frames the data faceplate and electrical duplexes. Widths, in 6" increments, between the specified range are offered: Structural and stacking panels: 24", 30", 36", 42", 48" and 60". Panel door is 42" wide. The following heights shall be offered: Acoustical panels: 35", 42", 50", and 65". Stacking : 15" and 30" versions.

Ease of Reconfiguration

Panel-to-panel connection design provides a rigid, metal to metal connection of panels. In-line panel to panel connections are made without the requirement of additional or separately specified parts. Connection method provides self-leveling between panels. Panels are able to connect at 90 degrees, at three-way "T", three-way 120 degree, and four-way junctures using the same, universal connector. These connectors are made of metal. Panel trim is available in full height or segmented to match tile configuration. Panels have the capacity for being connected to panels of different heights without restricting specified configurations, without limited capacity for hanging components, and without adversely affecting the structural integrity of the system. Slotted standards are offered to mount furniture components to a permanent wall, in lieu of using panels. Such a configuration utilizing a panel mounted perpendicularly to the permanent wall has the capacity for work surfaces to be used at the 90-degree juncture.

Cable Management (Abound)

A minimum of three prewired electrical system options must be offered: a four-circuit option providing three utility circuits plus an isolated circuit for more sensitive equipment; a four-circuit option that provides two utility circuits and two isolated circuits for even more extensive computer usage applications; and a three-circuit wiring option that provides separate neutrals for each of the three circuits. Circuits are rated for 20 amps for US and 15 amps for Canada. The system is UL Listed and labeled. Two horizontal pathways are available for distribution of electrical: at beltline and baserail. Components are connected to the panels and mating components without the use of tools. All wiring harnesses are in metal flexible conduit. Duplex receptacles fit within an opening sized for commercially available "designer style" receptacles. Receptacles are numbered (coded) with circuit identification. The isolated circuit designator is colored orange or red. Receptacles are color-coordinated with available panel trim colors and are able to be installed and removed without the use of tools. Capacity is provided for routing in-feed wiring from a floor, wall or ceiling power source (routing from a ceiling area via a power/communication pole). Power in-feed options include base and ceiling in-feeds and a power pole option. Options are attachable without any requirements for modifying the panels or baserail covers. The system consists of only one component per panel (excluding receptacles) to provide receptacle power blocks within a panel, and to extend to an adjacent panel through a straight panel connection or through and across a 90-degree, tee or cross connection (i.e., no jumpers required). All baserail covers (24" to 60" wide) have receptacle openings to allow installation of electrical components /receptacles. Pass-thru electrical harnesses are

available to span multiple frames with or without power blocks. A pass-thru electrical harness without a power block is available. An alternative means of electrification is provided wherein junction boxes can be installed in panels at receptacle locations, allowing hardwiring from panel-to-panel and a power source. There is capacity to use commercially available "designer style" receptacles.

The Abound panel system is capable of handling CAT 3, 5, 5e, 6, and fiber optics. Capacity is available for lay-in routing of telecommunication cabling horizontally in the top rail of panels and in the base pathway. Additional routing capability exists vertically through the interior of panels, and horizontally along a raceway at work surface height. Capacity is provided in the panel receptacle openings in the base rail and throughout the panel for mounting commercially available data terminal devices. A 5" bend radius through the 90 degree connections is available to accommodate data cables. Cabling is able to enter or exit a panel through the bottom of the base rail at each panel juncture. A minimum capacity of 82 cables are available horizontally at the beltline through the panel frame without electrical installed; 61 cables with electrical installed (capacity figure at 60% fill rate). A minimum capacity of 74 cables is available in the base pathway without electrical and 27 cables with electrical (capacity figure at 60% fill rate). A minimum capacity of 8 cables is available in the top rail pathway. Commercially available data faceplates are capable of mounting inside the panel frame in a concealed fashion. Cable managers are available to organize and separate cabling within the frame.

C. Fabrics and Fabric Grades

Fabrics from industry-leading textile manufacturers Maharam and Momentum Group make up our Select Textiles offering. With approximately 200 color ways and ongoing annual refreshments, these textiles exude design elegance. All Select Textiles have been tested and approved so that standard lead-time ordering is quick and hassle-free.

Our Smart Textiles program delivers our broadest array of choices. The selection boasts 2,300 color options, including textiles from Maharam and Momentum Group. Smart Textiles are considered COM (customer's own material), and covered by the warranties of their manufacturers (Maharam or Momentum Group).

City Lights panel fabric is classified Terratex, a designation reserve for fabrics made from 100% recycled or compostable materials. Terratex fabrics use increasingly sustainable manufacturing practices to produce a quality product that's also recyclable at the end of its useful life.

Attire, Charged, Glo, and Quadrille seating upholsteries as well as Lucy and Twilight workstation fabrics are made with Repreve, a 100% recycled polyester yarn.

Our Asana workstation fabric uses Eco Intelligent Polyester which is antimony-free. Asana is Cradle to Cradle Certified Gold by MBDC.

D. Work Surfaces

Work surfaces are constructed of 1-1/8" particle board, steel, or a composite of the two materials. Work surfaces constructed of particle board have a resin-impregnated backer on the non-show, horizontal surface. The top surface is covered with high-pressure laminate conforming with NEMA Publication LD3. All edges that might be exposed in application are covered with edging material available in all non-metallic system trim colors. Grommets/wire management scallops come standard on work surfaces (except D-top and quarter round) and do not require specification or an up charge. Grommets come standard in all the same colors as the work surface edging material. Primary work surfaces have cord grommets or wire management scallops located at each end, near the rear edge. Peninsula work surfaces have a cord grommet or scallop, centered near the end, opposite the radial end. Corner work surfaces have cord grommet or scallop, centered in the corner. A minimum of 17-25 (dependant on which system) high pressure laminate color options are available and include a minimum of six wood grain patterns, a minimum of nine patterned selections, and a minimum to two solid colors. Primary and corner work surfaces have the capacity to be mounted in panel-hung applications or mounted in panel-

hung applications or mounted to end supports with a modesty panel in freestanding applications. All work surfaces greater than 48" in length possess a steel reinforcement channel to provide added stability. Four options to support the work surfaces are available: end panel, return panel, cantilever, or storage support. A center drawer is offered to attach underneath 24" and 30" deep work surfaces. All work surfaces meet or exceed BIFMA test standards.

Work surfaces are offered in a variety of shapes which include jetty, peninsula, wedge, saddle, wave, and rudder tops. Primary work surfaces are offered in rectilinear shapes. D-shaped work surfaces are offered for positioning at the end of back-to-back panel-hung work surfaces. Quarter-round work surfaces to create "serpentine" work surface layouts are available. Panel-hung corner shelves are available in matching work surface laminate and edge styles. Countertops are offered in a variety of widths. Countertops mounted on adjacent panels abut one to the other, forming a continuous surface. Countertops are offered to position on panels configured at 90 degrees. A minimum of two edge details are offered and include t-mold, and 2mm edge band. Split top work surfaces are a part of the standard offering. Corner work surfaces are offered with straight leading edges of sufficient length to accommodate 20" wide keyboard trays.

Supports are connected to panels so that the work surface height, relative to the bottom of the panel, remains constant. Supports that rest on the floor are equipped with levelers providing 1 1/2" minimum adjustment. Supports attach to panels with a feature that prevents accidental dislodgement. Supports that extend to the floor are offered to provide work surface heights of 29 1/2". Supports provide capacity for mounting adjacent work surfaces with edges level to provide a smooth and continuous surface. Support legs with the capacity to pass cords through the support are offered. Supports that do not impede the removal of base rail covers from panels are offered. Cantilever bracket supports shall provide capacity for mounting a work surface at varying heights. Cantilever brackets ship standard with the work surfaces and do not require separate specification. Support legs are provided for mounting all offered work surface depths. Support legs which are functionally non-handed are offered. A single support leg has the capacity to mount adjoining work surfaces at common heights. Support legs extend 16" (maximum) outward from the panels to which they are attached. Full end-panel supports are provided for mounting all offered work surface depths. Full end-panel supports are non-handed. Flat and offset brackets are offered, allowing mounting of a work surface at 90-degrees to another work surface, at common heights. Support columns are offered to support the radial end of curvilinear work surfaces. Open design supports constructed of metal for panel hung applications are offered.

Panel-hung rectangular work surfaces and full end-panel supports are capable of being configured into a freestanding desk by adding a modesty panel. Panel-hung rectangular work surfaces and full end-panel supports are capable of being configured into a freestanding desk by adding gusset support brackets. Panel-hung rectangular work surfaces are capable of being arranged and connected into "L" and "U" freestanding configurations. Panel-hung corner work surfaces are capable of being configured with rectangular work surfaces into a freestanding configuration. Modesty panels are full height +0 / -3". Optionally, modesty panels for use with primary work surfaces are offered to provide a minimum clearance of 14" above floor level for 29 1/2" high desks, allowing access to wall-mounted electrical receptacles. Supports between adjoining work surfaces extend forward from the work surface's rear edge by a maximum of 16". Above-work surface storage units (hutches) are offered that attach to the work surface or work surface supports. Below-work surface storage units (pedestals) are offered. Units that attach to the work surface, freestanding, and mobile units are available. Full end-panel supports constructed of metal for freestanding applications are offered. Full end-panel supports constructed of laminate for freestanding applications are offered. Open design supports constructed of metal for freestanding applications are offered.

E. Pedestals and Drawers

HON offers the Flagship line of pedestals that deliver the desired look and long lasting quality for the durability that you have come to expect from the HON Company. Flagship's space-efficient pedestals let users organize their information and resources to suit the way they work as freestanding storage or

options that integrate with workstations. Flagship pedestals come in Universal, Standard and Mobile heights to accommodate the different needs of the users.

Universal height pedestals are 26 1/2" H X 15" W and come in 19 7/8" D, 22 7/8" D and 28 7/8" D models. These three models are available in the Box/Box/File or File/File configuration to better meet the users filing needs. These units fit under a workstation with a minimum height of 28 1/2".

Standard height pedestals are 28" H X 15" W and come in 19 7/8" D, 22 7/8" D and 28 7/8" D models. These three models are available in the Box/Box/File or File/File configuration to better meet the users filing needs. These units fit under all HON workstations and desk shells.

Mobile pedestals are 22" H X 15" W X 22 7/8" D and a pedestal seat cushion can be added for addition impromptu seating. This pedestal with cushion is available with a Box/File configuration and can be pulled out when needed and pushed back under the desk when done to free up limited workspace.

Multi-Shift pedestals are also available 22 7/8" D X 15" W and come in 26 7/8" H and 28" H models. These two models are available in a File/File configuration and each drawer locks independently for security. This functionality is ideal if employees share a desk or have a common area that needs to be accessible by different people.

The Flagship pedestals have an option for a satin chrome arch, full face integral pull or full radius handle to give you flexibility in the look and feel of each unit. Each pedestal comes with a pencil tray in the top box and a drawer divider in each box drawer. One follower block and one crossrail come standard in each file drawer. Each pedestal also comes with a counterweight to ensure that the unit will not tip when the top drawer is open. Steel ball-bearing suspension on file drawers allows full extension and on box drawer allows 90% extension. This enables the user to easily retrieve what is in each drawer. Each file drawer also has high sides that accommodate hanging files that can be positioned from front to back. HON offers other accessories that can be ordered to compliment these units and to meet the needs of the users.

Flagship pedestals come equipped with the HON "One Key" interchangeable core removable locks. This allows the user to order cores for each HON unit that can be opened by the same key. Pedestals can also be ordered without locks if security is not an issue that is important. The Flagship pedestals meet or exceed the SCS Indoor Advantage™ Gold standard for indoor air quality and they also meet or exceed the ANSI/BIFMA level 2 sustainability standards. These Flagship pedestals are backed by the HON Full Lifetime Warranty so quality is built into each unit. These units also contain 25% post-consumer recycled steel to ensure that we reuse resources wherever possible. Hon provides a wide variety of options when it comes to paint choices for pedestals. There are 8 paint choices that make up the core offering, 2 Metallic colors, 32 Choice colors that match the color options of some of our competitors and we have partnered with Sherwin-Williams to color match any color you might want. These color options provide unlimited choices when it comes to matching the décor of each office.

F. Overhead Storage

Panel-hung overhead storage units are offered with flipper style doors, hinged style doors, and recessed flipper doors. Units are constructed of steel with a powder coat finish, reinforced door fronts and smoothed, brazed corners. Each style possesses a standard anti-dislodgement device to ensure a safe environment. Doors operate with a steel ball-bearing suspension, are lockable and can easily be re-keyed in the field to provide a keyed-alike option. Units are constructed to allow mounting of a task light underneath the bottom surface without additional parts. Panel-hung overhead units ship pre-assembled, saving precious time and money during the installation process. Overheads have the capacity for dividers, either provided with a storage unit or offered as optional accessories. All storage meets or exceeds ANSI/BIFMA test standards, to include load-limit testing. Optional door styles are available including painted steel and laminate fronts. Overheads possess off-modular capabilities when the spanning of two panel connections is necessary.

G. Task Lighting

Fluorescent task lights are offered and UL Listed and labeled. A choice of four widths to function under each width of overhead storage cabinet or shelf offered. The cord is equipped with a 90-degree plug with an angled orientation to prevent interference with a plug in an adjacent position in a duplex receptacle. Units mount recessed underneath overhead storage cabinets and shelves, in such a fashion as to prevent accidental removal. Units mount without the use of tools. Units are offered with electronic ballast for increased energy efficiency. Units utilize lower mercury bulbs (T5 bulbs or better).

LED task lights are also offered and are UL Listed and labeled. Units are offered in at least two widths to function under each width of overhead storage cabinet or shelf offered. Units mount recessed underneath overhead storage cabinets and shelves without the use of tools. Units are capable of a daisy-chain application and can accommodate up to 8 links. Units include a frosted cover to minimize shadowing and glare, and to promote light diffusion.

H. Accessories

Tackboards

Tackboards are available to mount onto panels 24" to 60" wide. Units are fabric-covered and available in the same fabric offering as panels. Units mount to panels above work surfaces and fit between a work surface and overhead storage unit mounted at the uppermost position on a standing-height panel.

Paper Management System

A paper management system is available that utilizes a suspended tool rail to hang accessories. The following accessories are available: paper shelf, vertical file storage, telephone stand, binder storage, pen/pencil holder, accessory tray, and slanted sorter tray. The paper management system is constructed of painted steel for long-term durability.

Keyboard Platform

An articulating, swiveling, and height-adjustable keyboard tray is offered. Unit is fully retractable with glide suspension and extended arm with 19" (minimum) of in / out adjustment. Unit rotates 360-degrees and tilts 30-degrees (minimum), including a 15-degree (minimum) negative tilt. The tray also adjusts vertically 9 ¾" minimum. Gel palm rest is standard. A non-handed mouse tray, with pad, is available that tilts / swivels.

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5.3 Seating Evaluated Product Qualifications:

The HON Company offers an array of fabrics standard to our company in multiple grades for effective pricing abilities. We strive to provide differentiated and recycled materials such as post consumer recycled polyesters and Repreve® recycled fabrics in our lower grades. Our higher-grade options offer materials such as vinyls, solution-dyed nylons and polyurethanes and fabric treatments such as Crypton®, Greenshield®, Permablok3® and Nannotex® to help with stain and fade resistance.

Examples include Grade V seating fabrics – Panorama, Striae, and Tile feature the GreenShield® textile finish, which provides superior water and stain repellency while greatly reducing the use of harmful chemicals. Grade VI seating fabric – Signal stands up to almost constant wear. Made from 100% solution-dyed nylon fibers for colorfastness, Signal fabric is bleach cleanable, and it carries HON's 10-year warranty for wear-through. In addition to Core fabrics, HON offers Select Seating Upholstery for many seating models. Nano-Tex® protects textiles by building permanent spill and stain protection into the fiber structure of the fabric using high-performance nanotechnology. These textiles will last longer, retain their natural hand, and can be cleaned with any appropriate cleaning method. Nano-Tex comes standard on three HON seating fabrics: Tectonic, Inertia, and Centurion. Crypton® Fabrics and cushions protected by Crypton have a moisture barrier to resist stains, odors, and bacteria. Crypton-protected fabrics – Chance, Dart, and Floret can be found under Select Textiles at hon.com. Permablok3® Vinyl is easy to clean, highly durable, and moisture resistant. Permablok3 coating provides vinyl fabrics such as Candid, and Quick with an effective barrier against germs, abrasions, and stains.

The HON Company's graded-in program is thorough but in order to meet the extensive needs of the customer, we also do a graded in partnership program in Select and Smart Textiles with fabric companies such as Maharam, Momentum and cf stinson which provide additional environmental needs such as environmentally improved manufacturing processes, optimized finishes (PFOA-free) and rapidly renewable content.

Many of The HON Company's most popular chair models are available in an array of fabrics and grades that include an advanced barrier of fire protection for a small upcharge. This helps HON chairs comply with CAL 133 (California Technical Bulletin 133), the industry's most stringent test for fire-retardant features for the entire assembled chair, providing greater assurance that the seating will not accelerate an actual fire.

The HON Company provides easy-to-use selection charts for optimal upholstery selection by seating product and model.

A. Executive Seating

The HON® Company offers a full line of wood and steel executive seating, with approximately 20 chair models to choose from. The Park Avenue® 5000 series is one of those models that is highly recognized for its' elegant design with a 'tuxedo drop' back, hand upholstery and sewing details that add sophistication. It offers a personalized choice of wood or polished aluminum accents, and coordinates with the Park Avenue desk collection. The durable construction of the 5000 series includes a fully-upholstered outer back with deep contours to support the lumbar region, and urethane top pads over the

arms of selected hardwood available in 7 finishes. The base has a steel substructure, with hardwood base caps and dual-wheel, hooded casters that roll effortlessly and silently.

Through the use of innovation and technology the HON Company Nucleus is a great executive chair that provides surprising comfort and support along with clean, thin aesthetics. It uses an advanced suspension material in the seat that allows the seat to be thin but still provide amazing comfort. It is available with an upholstered or mesh back option of ilira® -stretch, a soft non-abrasive material that will not damage clothing and moves with and supports your body while allowing airflow and breathability.

The HON Ignition™ family is a seating workhorse, which includes an executive chair in the line. Ignition offers multiple control options, arms options, upholstered and mesh back options, as well as different sizes that accommodate multiple size users; the Ignition™ family provides an option to fit almost any seating need in the office.

Environmental

The HON Company measures recycled content and recyclability as pre and post consumer contents as it pertains to LEED CI MR4.1 & 4.2 credits. Wood executive seating is 24% Post-Consumer and 4% Pre-Consumer recycled content, and 74% Post-Consumer recycled content average for corrugated packaging. Steel executive seating is 46.5% Post-Consumer and 1% Pre-Consumer, with 74% Post-Consumer recycled content average for corrugated packaging. HON encourages the use of bulk packaging and blanket wrap where appropriate.

Features

HON executive seating offers ergonomic features including pneumatic seat height adjustment to regulate the height of the chair relative to the floor, posture controls including 360 degree swivel, tilt with pivot point located directly above the center of the chair base, tilt tension that controls the rate and ease of recline, and tilt lock that locks out the tilt function when the chair is in the upright position. The Park Avenue 5000 series includes an additional option of mid-range knee tilt which allows for a pivot point located slightly ahead of the center of the chair base. It allows the user to recline at a slightly more relaxed angle than the conventional tilt, achieving the level of comfort and support they are seeking. Wood versions are available in numerous popular finishes, and the entire offering is standard with 5-star base and options for hard or soft casters. Polished aluminum is available on some models for a small upcharge. Classic comfort, contemporary styling, and quality materials project a sophisticated, professional image to enhance the look of executive offices.

B. Work/Task Seating

Exceptionally durable and highly adjustable, high-performance work and task chairs from The HON Company stand up to whatever work you do. Nucleus is an example of a great work/task chair option. Through the use of innovation and technology the HON Company provides a great chair that provides surprising comfort and support along with clean, thin aesthetics. It uses an advanced suspension material in the seat that allows the seat to be thin but still provide amazing comfort. It is available with an upholstered or mesh back option of ilira® -stretch, a soft non-abrasive material that will not damage clothing and moves with and supports your body while allowing airflow and breathability.

The HON Ignition™ family is a workhorse in the work/task seating category. Offering multiple control options, arm options, upholstered and mesh back options, as well as different sizes that accommodate multiple size users; the Ignition™ family provides an option to fit almost any seating need in the office.

Volt 5700 Series, offers some of the features and comfort of the Ignition and Nucleus work/task chairs at a value price.

Environmental

The HON Company measures recycled content and recyclability as pre and post consumer contents as it pertains to LEED CI MR4.1 & 4.2 credits. Work/task seating is 45.5% Post-Consumer and 1% Pre-Consumer recycled content, and 44% Post-Consumer recycled content average for corrugated packaging. HON encourages the use of bulk packaging and blanket wrap where appropriate.

Features

HON work/task seating offers ergonomic elements including pneumatic seat height adjustment to regulate the height of the chair relative to the floor, seat glide mechanism that allows the seat cushion to travel forward and back, then locks into position, 360 degree swivel, synchro-tilt that allows the back to recline at a 2-to-1 ratio to seat angle so the user can recline while keeping the seat cushion relatively level to the floor. Tilt tension controls the rate and ease of recline, while the tilt locking feature locks out the tilt function when the chair is in the upright position. Other posture controls available on certain HON work/task seating includes passive hip pivot motion where the seat remains stationary while the back pivots, side tilt tension which controls the rate and ease of recline and is conveniently located on the right side of the chair allowing the user to achieve the level of comfort and support they are seeking. Most models are available in black or titanium/platinum finishes, and the entire offering is standard with 5-star base and options for hard or soft casters. Mesh backs are available on many models.

C. Guest/Side Seating

For guest/side seating HON offers a full line of wood and steel choices. While most of this seating is coordinated with executive and work/task product families, stand-alone units round out the offering. In addition to being an example of a great work/task chair, Nucleus is also a great guest/side chair. Through the use of innovation and technology the HON Company provides a great chair that provides surprising comfort and support along with clean, thin aesthetics. Nucleus uses an advanced suspension material in the seat that allows the seat to be thin but still provide amazing comfort. It is available with an upholstered or mesh back option of ilira® -stretch, a soft non-abrasive material that will not damage clothing and moves with and supports your body while allowing airflow and breathability.

Pagoda® guest/side seating offers both a fully upholstered or wood back options, and is a stackable seating solution. It is stackable up to 5 units high, has moderate proportions to maximize space, with wood back models available in 7 veneers. Upholstered units come outfitted with a choice of casters or glides, and stack up to 5 high with or without arms.

HON's Solution Seating® is another example of a steel guest/side seating product that welcomes visitors to your office or reception area with tasteful comfort and clean lines. It provides quality seating and durability at a great value, and the straightforward style blends into any office area. Solution Seating offers a sled base, four-leg base or armless guest chair options.

Environmental

The HON Company measures recycled content and recyclability as pre and post consumer contents as it pertains to LEED CI MR4.1 & 4.2 credits. Wood guest/side seating is 0% Post-Consumer and 1% Pre-Consumer recycled content, and 74% Post-Consumer recycled content average for corrugated packaging. Steel guest/side seating is 37.5% Post-Consumer and 1.1% Pre-Consumer recycled content, and 74% Post-Consumer recycled content average for corrugated packaging. HON encourages the use of bulk packaging and blanket wrap where appropriate.

Features

Ergonomics are addressed through the use of seat/back contours and foam construction. Wood versions are available in numerous popular finishes, and the entire offering can typically be customized via different arm and base options. Most steel guest seating is available equipped with casters or glides.

D. Reception/Lounge Seating

The HON Company offers a full line of reception and lounge seating. This offering includes models that can be ganged with other chairs and tables in multiple configurations, as well as more traditional sofa/loveseat/chair models. Riley™ reception furniture is a highly versatile seating collection that can be used virtually anywhere with its transitional styling and numerous configuration possibilities. It includes five chair models, as well as two ganging tables to create U- or L-shaped configurations. The construction of Riley reception furniture is one of durability with a catalyzed finish and molded nylon glides, and is available in 7 HON standard veneer finishes.

The Park Avenue® 5000 series is one of those models that is highly recognized for its' elegant design with hand upholstery and sewing details that add sophistication. It offers a personalized choice of wood or polished aluminum accents, and coordinates with the Park Avenue desk collection. The durable construction of the 5000 series includes a fully-upholstered outer back with deep contours to support the lumbar region, and urethane top pads over the arms of selected hardwood available in 7 finishes. The base has a steel substructure, with hardwood base caps and dual-wheel, hooded casters that roll effortlessly and silently.

The Invitation® line of reception seating from HON works well for areas where elegance plus ganging is needed. It's constructed of hard maple for lasting wear, and features a contoured back rest, floating back construction for easy cleaning, and single or double rail arms. As with the Riley model, Invitation can create endless ganging configurations.

Environmental

The HON Company measures recycled content and recyclability as pre and post consumer contents as it pertains to LEED CI MR4.1 & 4.2 credits. Reception/lounge seating offers very minimal Post-Consumer and Pre-Consumer recycled content, but has 74% Post-Consumer recycled content average for corrugated packaging. HON encourages the use of bulk packaging and blanket wrap where appropriate.

Features

Wood versions of reception/lounge seating are available in numerous popular finishes, and models offer the flexibility of choosing legs or casters. Bariatric versions are also available when the need arises.

E. Conference Seating

The HON Company offers a full line of wood and steel conference room seating, with approximately 20 chair models to choose from. The Park Avenue 5000 series is a wood conference room seating option that includes mid-range knee tilt which allows for a pivot point located slightly ahead of the center of the chair base. It also allows the user to recline at a slightly more relaxed angle than the conventional tilt, achieving the level of comfort and support they are seeking.

Ignition™ steel seating has a sleek appearance, with a broad choice of upholstery options (including a mesh back), comfortable contours with three different back sizes with proportionally scaled seat sizes to fit body types from the 5th to the 95th percentile. Three control options support everything from casual to

intensive use. Height- and width-adjustable T-arms are available for higher-end functionality. Polished aluminum c-arms and bases are available for a high-end look for the conference room.

The Pillow-Soft 2090 Series steel conference chair is another option from HON that is fully upholstered leather including outer back, with memory foam in the seat, deeply sculpted lumbar support and a five-star steel base substructure with select hardwood caps. A great conference seating choice.

Environmental

The HON Company measures recycled content and recyclability as pre and post consumer contents as it pertains to LEED CI MR4.1 & 4.2 credits. Conference seating is 46.5% Post-Consumer and 1% Pre-Consumer recycled content, and 74% Post-Consumer recycled content average for corrugated packaging. HON encourages the use of bulk packaging and blanket wrap where appropriate.

Features

Additional HON conference room seating offers ergonomic elements including pneumatic seat height adjustment to regulate the height of the chair relative to the floor, back height adjustment to position lumbar support within a fixed range, seat glide mechanism that allows the seat cushion to travel forward and back, 360 degree swivel, arm options, and tilt with pivot point located directly above the center of the chair base. Tilt tension controls the rate and ease of recline, while the tilt locking feature locks out the tilt function when the chair is in the upright position. Side tilt tension controls the rate and ease of recline and is conveniently located on the right side of the chair allowing the user to achieve the level of comfort and support they are seeking. Synchro-tilt allows the back to recline at a 2-to-1 ratio to seat angle so the user can recline while keeping the seat cushion relatively level to the floor. Wood versions are available in numerous popular finishes, and the entire offering is standard with 5-star base and options for hard or soft casters. Polished aluminum is available on some models for a small up charge. Classic comfort, contemporary styling, and quality materials project a sophisticated, professional image to enhance the look of conference rooms.

F. Stackable/Folding Seating

Flexibility. That's what HON delivers with our streamlined selection of stacking/nesting chair options—seating that's there when you need it and out of the way when you don't. Pagoda® has a wood back option, in addition to and upholstered seat and back as a stackable seating option. It is stackable up to 5 units high, has moderate proportions to maximize space, with wood back models available in 7 veneers. Upholstered units come outfitted with a choice of casters or glides, and stack up to 5 high with or without arms.

The Olson Stacker® has a polymer seat and back shell that provides outstanding performance with a chrome frame, vented back with handle, available in 7 colors, ganging option, packaged 4 per carton, and an available storage cart that holds 40 chairs. There is also the option for fire code compliance for one shell color with a small up charge. Olson seating also includes non-flexing stacker chairs in 3 frame colors, 7 shell colors, packaged 4 per carton and has an optional upholstered seat. Fire code compliance is also available for one shell color with a small up charge.

HON's GuestStacker® 4030 Series has a wall-saver design, is available in 4 colors and packaged 4 chairs per carton. The seat and back shell are constructed of a copolymer resin for durability. This chair stacks 6 high without a cart, and 28 chairs on the available storage cart.

Environmental

The HON Company measures recycled content and recyclability as pre and post consumer

contents as it pertains to LEED CI MR4.1 & 4.2 credits. Stackable/folding seating is 60% Post-Consumer and 3.5% Pre-Consumer recycled content, and 74% Post-Consumer recycled content average for corrugated packaging. HON encourages the use of bulk packaging and blanket wrap where appropriate.

Features

Stackable seating is available in upholstered, polypropylene, and wood-back models. Frames for these lines are available in multiple finishes, tubular and wire formats, and sled or 4-leg bases. The offering consists of a broad range of stacking capabilities - as low as 4-12 high on the ground, to as high as 26 to 40 with the use of a cart. Most models can accept glides, with the option to gang units together when space is at a premium.

G. Work Stools

The HON Company offers many stool options to coordinate with the work/task seating families within the offering. To coordinate with conference and work/task seating, Ignition Series stools offer back height adjustment, fixed or adjustable arms, and available in a variety of upholstered options or a mesh back of ilira®-stretch that provides total back support.

The 7700 Series of stools has traditional styling and superb quality, with ergonomic options including pneumatic, swivel and adjustable foot ring, and optional adjustable height arms are available. This stool has a polymer outer back with several fabric choices for multiple style options.

HON's Volt™ Series, offers nearly all the features and comfort of the 7700 Series of stools at a value price.

Environmental

The HON Company measures recycled content and recyclability as pre and post consumer contents as it pertains to LEED CI MR4.1 & 4.2 credits. Work stools are 45.5% Post-Consumer and 1% Pre-Consumer recycled content, and 44% Post-Consumer recycled content average for corrugated packaging. HON encourages the use of bulk packaging and blanket wrap where appropriate.

Features

HON task stools for standing height workstations, reception areas and art rooms and labs offer ergonomic options including seat depth adjustment, back height adjustment, lumbar adjustment, as well as many arm options. Most models are available in black or titanium/platinum finishes, and the entire offering is standard with 5-star base, adjustable foot ring, and options for hard or soft casters. Glides on some models are also available for a minimal up charge.

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5.4 Desks and Tables Evaluated Product Qualifications:

The HON® Company desks and tables are independently verified by meeting and exceeding BIFMA performance standards for durability, safety and structural adequacy, as well as ISTA standards for shipment packaging so it arrives in excellent condition, in perfect working order and equipped to deliver a lifetime of dependable service. The laminate series is level® 2 Certified in conformance with the BIFMA e3 furniture sustainability standard. Additionally, this series is certified Indoor Advantage™ by Scientific Certification Systems to be in compliance with specific indoor air quality emission requirements.

A. Free-Standing Desks

HON offers an expansive product line for free standing desks; including seven series of laminate, four series of veneer, and four series of steel construction. The 10500 Series laminate desks are the workhorse of the workplace, with an extremely broad offering, enhanced design and functionality, and better built than anything else in its price class. The Park Avenue Collection® of desks, storage and tables is available in veneer or laminate to facilitate visual continuity across an entire facility. Designed for upscale interiors, the fashionable portfolio is characterized by its clean, uninterrupted lines, vertically-matched wood-grain and precise look of custom cabinetry. Park Avenue desking offers a host of personalized styling choices, including edge profiles, handle designs and finishes, and wood or frosted doors, and is supported by executive, lounge and guest seating.

HON steel series desks are designed to work well in a variety of office and educational environments, featuring modesty panels, rounded edge desk tops, wire management and coordinating storage units. They offer high performance for the price with sturdy steel construction, reinforced frame, and high-pressure laminate work surfaces and baked enamel finish. The Initiate® series of metal desks, which are featured in the monolithic panel system, offer contemporary design while being a flexible free-standing desk solution.

Sizes

The number of desk sizes vary by product series, however, all lines include 60 and 66-inch widths, 30-inch depths, and 29 ½ - inch heights. Additional sizing includes, 72"W x 36"D x 29 ½"H (also a 30" depth) and 48"W x 30"D x 29 ½"H available in several laminate offerings.

Number of Drawers

Laminate and veneer desk drawers feature a 5-sided construction for added strength, easy alignment or replacement of fronts and include hang rails to store letter or legal-sized folders. Not only do HON steel desks look good, they are also very well constructed. Steel desks offer ¾ extension box drawers with one divider providing 20" deep filing capacity, and full extension triple-tied cradles on all file drawers provide 21" deep filing capacity. They have high-sided file drawers that accept hanging files without hang rails, and spring-loaded follower blocks are standard. The double "O" ring pedestal frame provides for superior rigidity and smooth drawer movement. All desks are equipped with long-lasting steel ball-bearing suspensions for smooth, quiet operation and the majority have full extension or at minimum ¾ extensions for a couple of box drawers in the laminate series. Desks with double full pedestals have 5 drawers, 3 for single full pedestals. Double ¾ pedestal desks have 4 drawers, 2 for the single ¾ pedestals. All desk pedestals feature an interchangeable, core removable lock which allows for a post-purchase option of keying alike and make re-keying quick and easy.

Finishes & Materials

Laminate desk materials consist of contract-grade, high-pressure laminate over 1-1/8" or 1-1/2" solid-core particleboard, or durable, commercial-grade thermal-fused laminate over 1-1/8" solid-core particleboard. Laminates provide maximum protection against scratches, spills and stains. Construction of laminate desks is metal-to-metal cam-lock fasteners, wood dowels and glued mortise and tenon joints; there are no wood screws, so there is no risk of stripping out when it is necessary to relocate the desk. Veneer tops are 1-3/16" thick, 3-ply balanced panel and solid-core construction. Tops are hand-selected; the slip-matched veneer faces receive a multi-step catalyzed varnish application that produces a rich, lustrous finish. Steel series desks are constructed with laminate tops of 1 1/8" thick particleboard, legs available in chrome or platinum metallic, and have a reinforced double "O" frame inner structure which keeps the desk solid and sturdy for years of use. The production process is what sets The HON Company apart from other manufacturers.

Other Features

Other features and amenities of HON series desks include adjustable hex leveling glides with a 3/4" adjustable range to allow floor-standing desks to be easily leveled without lifting the unit, conference overhang (on 72"W x 36"D desks) that provides visitor's knee space on the approach side of the desk for meetings; full height modesty panels for a formal look and added privacy; open modesty panels (on select models) provide easy access to wall electrical outlets, and pullout reference/writing shelf to provide additional work surface space (on select models). HON laminate desks utilize European fasteners that are metal-to-metal connections for maximum strength, have fewer brackets, and no cleats. HON uses more fasteners for fewer stress points, permitting ease of field disassembly and re-assembly. The HON Company continues to enhance design and functionality of their desks with upgraded cord management options, organizational tools, expanded laminate offerings, increased stack-on door and decorative handle options, for a best in price line of desk products.

B. Conference Room Tables

The HON Company conference table collection introduces a comprehensive solution in both laminate and veneer that complements most existing and new case goods collections. The Preside™ family of laminate and veneer conference tables is conscious, compatible and capable. It addresses customer's needs of enhanced personal space, compatibility with all HON case goods and better access to technology.

Sizes

The Preside series of conference table tops are available as single pieces sized from 5 – 8 feet to create multiple combinations, or 10-14 feet and 16-20 feet to simplify determining how many top components are required for a specific conference room, you simply select the width and depth of the Preside table top. Preside has six table top shapes with the rectangular, round and racetrack tops spanning from compact 30" x 60" footprints, up to 54" by 30-feet. Additionally, HON offers veneer and laminate conference room tables that are available in a standard height of 29.5", and a bar height of 42" (for standing height x-base). Round and square tables are sized in 36", 42", and 48" diameters. The rectangular, racetrack, and boat styles are available in 15 different sizes ranging from 30"x60" up to 54"x240", with the 48" and 54" tables that can also be specified greater than 20' with the standard product, length is unlimited.

Finishes & Materials

The Preside series offers 27 laminates, 7 veneers, 5 metallic base paints and 19 edgebands, with profiles that match training tables and systems components. Additional veneer conference room tables have 7 wood grain finishes, and laminate tables are available in 8 wood grain finishes, with 14 patterns and 5 solids.

Bases

Preside has over twenty bases, some of which enhances personal space with an inward curve to maximize knee space while providing solid support for the weight of the top. In addition to this ergonomic base option, other bases for conference room tables include panel/slab, x-panel, curved panel/slab, curved x-panel, traditional panel, traditional x-base, cylinder cube, hollow panel, curved hollow panel, aluminum t-leg, aluminum x-leg, and standing-height aluminum x-leg. Panel x-bases for use with round and square table tops have a metal box to allow use of a pop-up or flip-top technology. All bases feature adjustable leveling glides.

Cabling Options

Connectivity is a strong suit of HON conference tables. Cable options for AV, computer, and electric include a 4-power-2-data receptacle flip top port, a 3-power-1-data receptacle pop up port, dual aluminum support beam with integrated cable management, 2-circuit hardware electric system to daisy-chain power, power strips, and an over-sized wire trough providing aesthetically appealing power concealing solutions.

C. Small Office/Side Tables

Sizes & Finishes

Durable material and construction make laminate occasional tables ideal for high traffic areas such as lobbies, reception rooms and lounges as well as the versatile design is also well suited to private offices. The top selling, best in series veneer collection is Park Avenue. The table tops are constructed as ¾" thick, 3-ply balanced panel and solid-core with hand-selected, slip-matched veneer faces over medium-density fiberboard and multi-step catalyzed varnish finish and includes three edge profile choices. Laminate tables are constructed of durable, commercial-grade thermal-fused laminate over ¾" solid-core particleboard that resists scratches, spills, stains and has a smooth, flat PVC edge detail. Both veneer and laminate tables have solid hardwood legs with tack glides, and the top to the apron and legs are bracketed and braced, for ease of assembly.

For both finishes, the coffee table is 48"L x 20"D x 16"H, the corner table is 24"L x 24"D x 20"H, and the end table 24"L x 20"D x 20"H. In addition to these tables, HON offers a laminate cylinder table with a 20" diameter, 20-inches high, and a cube table that is 24"L x 24"D x 20"H.

D. Training Tables

The HON Huddle™ is a multi-purpose table that supports the changing needs of the workplace, by creating instant work areas for training, presentations, conferencing, and collaborating. It has a comprehensive selection of functional options and a broad finish offering to work everywhere. Huddle tables are flexible, compatible and capable. Additionally, HON offers the Adjustable Height Training Tables series, and Perpetual® training tables that are also designed for a versatile work environment.

Sizes

HON training tables are available in a standard height of 29.5", with adjustable height of 22.5" – 32.5". Rectangular shaped tables are sized from 18"x48" up to 30"x96", half-round in 30"x60", 32"x48" and trapezoid 30"x60" or 30"x48".

Finishes & Materials

Huddle tables are available in 23 laminates, 3 edge styles, 16 edge colors, and 10 paint colors. Other HON training tables are laminate with 8 wood grain finishes, in 14 patterns and 5 solids.

Bases & Mobility

The bases are post leg, fixed t-leg, nesting/flip-top t-leg, folding and height adjustable. Both glides and casters attach to the foot easily without tools for assembly. Bases that are specified with casters include two locking and two non-locking. Bases specified with glides have four adjustable glides, which adjust 1-inch.

Fold Ability, Storage & Transportation Options

Training tables are designed to fold inward, with collapsible top for stacking or cart option. Nesting tables flip and can be nested, and a cart is available for folding tables. The Huddle training table has a smooth, user-friendly flip top motion for dampened articulation with a nylon friction ring that allows the table to tilt in a steady, controlled manner.

Cabling Options

Huddle tables offer affordable electrical solutions, with plug and play efficiency, non-sequential convenience, streamlined, low-profile design and flip-top compatibility. Cabling options include ganging hardware, 3" round AC power hub, data grommet, 2-circuit hardware electric system to daisy-chain power, power strips, and over-sized wire trough that accepts up to 15 utility power cords. The Huddle 2-circuit, 4-wire power system meets the most rigorous specifications and meets UL 183 and NEC 604, with up to 6 tables per circuit and up to 12 tables per in-feed.

E. Dining Room Tables

Size

HON Company dining room/hospitality tables come in a standard height of 29.5", with available round and square shapes in sizes 24" up to 48", and rectangular sizing starting at 24"x48" up to 36"x96".

Leg Types

Bases for these tables are cast x-base, round tube x-base, round tube t-leg, round base, standing height round base, standing height round base with foot ring, five column tube base, and four prong x-base. There is a template for the underside of the tables to facilitate base attachment. Bases are attached with self drilling screws, no drilling is required.

Finishes & Materials

These tables are 1-1/8" thick laminate with 8 wood grain finishes, in 14 patterns and 10 solids. The comfort edge tops are 1-1/8" thick MDF with a vacuum formed membrane press application of rigid PVC vinyl over MDF.

Mobility, Fold Ability, Storage & Transportation

HON dining room/hospitality tables are a durable, non-mobile, non-folding lunch and break room option that offer multiple top and base options, three edge treatments to personalize the look, and bases that are both standard and standing height to accommodate chairs or stools.

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5.5 Filing, Storage, and Case-Goods Evaluated Product Qualifications:

A. Filing Cabinets

The HON® Company has two different types of filing cabinets. There are lateral files and vertical files that offer different options to the user's filing needs and space requirements.

Vertical – Drawer Details

The Vertical File has 2 drawer versions that are 15" W X 29" H, the 4-drawer is 15" W X 52" H and the 5-drawer is 15" W X 60" H. The 250B series is 28 ½" D and comes with a fully enclosed security base, while the 310 series is 26 ½" D. Both series have a spring loaded follower that is adjustable on a 5/8" center. These models have three-part telescoping ball-bearing suspension for smooth opening and closing. Additionally, the 510 series model is 25" D with a cradle suspension and wire follower when a smaller footprint is needed in an office area. Vertical Files have aluminum drawer pulls, label holders, and thumb latches and are available in legal and letter sizes. Each file drawer also has high sides that eliminate the need for hang rails.

Vertical – Finish & Other Features

Vertical files are welded case constructed and contain 25% post-consumer recycled steel ensuring reuse of resources wherever possible. HON provides a wide variety of options when it comes to paint choices. There are 8 paint choices that make up the core offering - 2 Metallic colors and 32 Choice colors that match competitive color options, and we have partnered with Sherwin-Williams to color match any color you might want. These color options provide unlimited choices when it comes to matching the décor of each office. Vertical files come equipped with the HON "One Key" interchangeable core removable locks. This allows the user to order cores for each HON unit that can be opened by the same key. These verticals meet or exceed the SCS Indoor Advantage™ Gold standard for indoor air quality and they also meet or exceed the ANSI/BIFMA level 2 sustainability standards. They are backed by the HON Full Lifetime Warranty, so quality is built into each unit.

Lateral – Drawer Details

HON offers both Flagship and Brigade model laterals. Flagship is the premium line and offers the most features, while the Brigade line is high quality but at a lower price point.

Flagship lateral files come in models that are 18"D and widths that are 30" W, 36" W or 42" W. The universal height 2-drawer is 27 ¼" H and fits under a work surface that is at least 28 ½" H. The standard height 2-drawer is 28" H and fits under all HON work surfaces and desk shells. The 3-drawer model is 39 1/8" H and the 4-drawer model is 52 ½" H. The 5-drawer is 64 1/4" H and can be ordered with or without a posting shelf. The top drawer on the 5-drawer is a roll out shelf for easier access to the drawer contents. The Flagship laterals have an option for a satin chrome arch, full face integral pull or full radius handle to give you flexibility in the look and feel of each unit, as well as adjustable hang rails to accommodate different paper sizes, and adjustable leveling glides to ensure safety and proper performance.

Brigade files come in models that are 19 ¼" D and widths that are 30" W, 36" W or 42" W. The 2-drawer is 28 3/8" H and the 3-drawer model is 40 7/8" H. The 4-drawer model is 53 1/4" H and the 5-drawer is

67"H and comes with a posting shelf. The top drawer on the 5-drawer is a roll out shelf for easier access to the drawer contents. The Brigade laterals have different pulls depending on the model. The Brigade 800 series has a full-width radius pull, the 700 series has a full-face integral pull, and the 600 series has a bright anodized aluminum recessed drawer pull/plastic label holder. The Brigade 500 series has a monochromatic pull.

The Brigade line also offers lateral files with storage that incorporates 2 lateral file drawers with storage on top, units with all roll-out shelves, and shelf file models that come with or without doors.

Lateral – Finish & Other Features

Flagship and Brigade lateral files contain 25% post-consumer recycled steel ensuring reuse of resources wherever possible. HON provides a wide variety of options when it comes to paint choices. There are 8 paint choices that make up the core offering - 2 Metallic colors, 32 Choice colors that match competitive color options, and we have partnered with Sherwin-Williams to color match any color you might want. These color options provide unlimited choices when it comes to matching the décor of each office. Both Flagship and Brigade lateral files come equipped with the HON "One Key" interchangeable core removable locks. This allows the user to order cores for each HON unit that can be opened by the same key. They have a locking mechanism on both sides for superior security, and Flagship can also be ordered without locks if security is not an issue.

These laterals have flush tops and sides with a reinforced case construction so they look good and stand up to use. The units use three-part telescoping ball-bearing suspension for smooth opening and closing. Each drawer has adjustable hang rails to accommodate different paper sizes and adjusting leveling glides to ensure safety and proper performance. Each lateral also comes with a counterweight where applicable to ensure that the unit will not tip when the top drawer is open. Lateral files have a drawer-extension restraint with mechanical interlock that inhibits the extension of more than one drawer at a time. Laminate tops are also available for all laterals in 21 different options, and can be ordered to match the desktop or workstation surface. Flagship and Brigade verticals meet or exceed the SCS Indoor Advantage™ Gold standard for indoor air quality, and they also meet or exceed the ANSI/BIFMA level 2 sustainability standards. These models are backed by the HON Full Lifetime Warranty, so quality is built into each unit.

B. Wardrobe/Storage Cabinet

Size & Shelving

HON offers fully assembled metal storage cabinets in three different sizes. The first model is 36"W X 24 1/4"D X 71 3/4" H and comes with 5 adjustable shelves. The second, is 36"W X 18 1/4"D X 71 3/4" H and also comes with 5 shelves. The third model is 36"W X 18 1/4"D X 41 3/4" H and comes with 2 adjustable shelves. All models have additional shelves and hanging bar kits available. All shelves are adjustable in 2" increments with additional shelves available. Weight capacity for the 18 1/4" D shelves is 116 pounds while the 24 1/4" D shelves have a weight capacity of 157 pounds.

Finish & Materials

All storage cabinets have a flush top, reinforced base and doors with vertical stiffeners to withstand heavy use. Stretch-wrapped cartoning provides safe delivery from the factory to the office floor. Handles come standard on both doors with the left one being fixed and the right handle having a three-point interlocking system. These units also contain 25% post-consumer recycled steel ensuring reuse of resources wherever possible. HON provides a wide variety of options when it comes to paint choices for Storage Cabinets. There are 8 paint choices that make up the core offering - 2 Metallic colors, 32 Choice colors that match the competitive color options, and we have partnered with Sherwin-Williams to color match any color you might want. These color options provide unlimited choices when it comes to matching the décor of each office. In addition to our metal line of storage cabinets, HON offers laminate and wood veneer options.

Features

Storage Cabinets come equipped with the HON "One Key" interchangeable core removable locks. This allows the user to order cores for each HON unit that can be opened by the same key. HON Storage Cabinets meet or exceed the SCS Indoor Advantage™ Gold standard for indoor air quality and they also meet or exceed the ANSI/BIFMA level 2 sustainability standards. These Storage Cabinets are backed by the HON Full Lifetime Warranty, so quality is built into each unit.

C. Bookcases

HON offers the Flagship and Brigade line of bookcases that deliver long lasting quality for the durability that you have come to expect from The HON Company.

Size & Shelving

The Flagship line has a 3-shelf bookcase model that is 36" W X 18" D X 39 1/8" H with two adjustable shelves, and a 5-shelf bookcase model that is 36" W X 18" D X 64 1/4" H with 4 adjustable shelves. These bookcases have flush tops and sides with a reinforced case construction. Each shelf can be adjusted in 2" increments to ensure that storage needs are met. The Flagship bookcases also have grommets in the back that allow for wire management so that technology can be used on a shelf. The three and five shelf Flagship bookcase models align with the Flagship three and five drawer vertical file models to compliment all other Flagship products. Laminate tops are available for the Flagship bookcases in 21 different options, and can be ordered to match the desktop or workstation surface.

The Brigade line has bookcases that are 34 1/2" W X 12 5/8" D and come in five different sizes. The 2-shelf model is 29" H, the 3-shelf model is 41" H; the 4-shelf model is 59" H; the 5-shelf model is 71" H; the 6-shelf model is 81 1/8" H. Bookcase shelves adjust in 1/2" increments, and each shelf has an inside depth of 12 1/8". Laminate tops are also available for the Brigade bookcases in 21 different options, and can be ordered to match the desktop or workstation surface.

Features

The Flagship and Brigade bookcases meet or exceed the SCS Indoor Advantage™ Gold standard for indoor air quality and they also meet or exceed the ANSI/BIFMA level 2 sustainability standards. These bookcases are backed by the HON Full Lifetime Warranty, so quality is built into each unit. These units contain 25% post-consumer recycled steel ensuring reuse of resources wherever possible. HON provides a wide variety of options when it comes to paint choices for bookcases. There are 8 paint choices that make up the core offering - 2 Metallic colors, 32 Choice colors that match competitive color options, and we have partnered with Sherwin-Williams to color match any color you might want. These color options provide unlimited choices when it comes to matching the décor of each office. In addition to our metal line of bookcases, HON offers laminate and wood veneer options.

D. Pedestal Files

HON offers both Flagship and Brigade pedestal files. Flagship is our premium line and offers the most features while our Brigade line is high quality, but at a lower price point.

The Flagship line of pedestals delivers the desired look, long lasting quality, and the durability you have come to expect from The HON Company. Flagship's space-efficient pedestals let users organize their information and resources to suit the way they work, as freestanding storage or options that integrate with workstations. They are offered as Universal, Standard and Mobile heights to accommodate the different needs of the users.

Flagship Pedestal - Sizes

Universal height pedestals are 26 ½" H X 15"W and are available in 19 7/8" D, 22 7/8" D and 28 7/8"D models. These three models are available in the Box/Box/File or File/File configuration to better meet the user's filing needs. Units fit under a workstation with a minimum height of 28 ½".

Standard height pedestals are 28" H X 15"W and are available in 19 7/8" D, 22 7/8" D and 28 7/8"D models. These three models are available in the Box/Box/File or File/File configuration to better meet the users filing needs. Units fit under all HON workstations and desk shells.

Mobile pedestals are 22" H X 15" W X 22 7/8" D and a pedestal seat cushion can be added for additional impromptu seating. This pedestal with cushion is available with a Box/File configuration and can be pulled out when needed, and pushed back under the desk when done to free up limited workspace.

Multi-Shift pedestals are also available in 22 7/8" D X 15"W and 26 7/8" H and 28" H models. These two models are available in a File/File configuration, and each drawer locks independently for security. This functionality is ideal if employees share a desk or have a common area that needs to be accessible by different people.

Flagship Pedestal - Drawers

The Flagship pedestals have an option for a satin chrome arch pull, full face integral pull or full radius handle for flexibility in the look and feel of each unit. Each pedestal comes with a pencil tray in the top box and a drawer divider in each box drawer. One follower block and one cross rail come standard in each file drawer. Steel ball-bearing suspension on file drawers allows full extension and on box drawer allows 90% extension. This enables the user to easily retrieve what is in each drawer.

Brigade Pedestal - Sizes

Brigade pedestals are 28" H X 15"W and available in 19 7/8" D and 22 7/8" D models. These models are available in the Box/Box/File or File/File configuration to better meet the user's filing needs. These pedestals fit under all HON workstations and desk shells.

Brigade Pedestal - Drawers

The Brigade pedestals have an option for a full-width radius pull, full-face integral pull or a bright anodized aluminum recessed drawer pull/plastic label holder. These handles match the Brigade 800, 700 and 600 series lateral to that you may have in the same office. Each pedestal comes with a pencil tray in the top box and two cross rails standard in each file drawer. Steel ball-bearing suspension on file drawers allows 90% extension, and on box drawer allows 75% extension.

Flagship and Brigade Pedestal - Features

Flagship and Brigade pedestals come equipped with the HON "One Key" interchangeable core removable locks. This allows the user to order cores for each HON unit that can be opened by the same key. Pedestals can also be ordered without locks if security is not an issue. Each pedestal also comes with a counterweight to ensure that the unit will not tip when the top drawer is open. Each file drawer also has high sides that accommodate hanging files that can be positioned from front to back. HON offers other accessories that can be ordered to complement these units and to meet the needs of the users. The Flagship and Brigade pedestals meet or exceed the SCS Indoor Advantage™ Gold standard for indoor air quality and they also meet or exceed the ANSI/BIFMA level 2 sustainability standards. Both pedestals are backed by the HON Full Lifetime Warranty, so quality is built into each unit. These units also contain 25% post-consumer recycled steel to ensure that we reuse resources wherever possible. HON provides a wide variety of options when it comes to paint choices for pedestals. There are 8 paint choices that make up the core offering - 2 Metallic colors, 32 Choice colors that match competitive color options, and we have partnered with Sherwin-Williams to color match any color you might want. These color options provide unlimited choices when it comes to matching the décor of each office.

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6.2 Environmental Evaluated Criteria:

1. Has your firm made a public commitment to environmental sustainability?

A. Description of the measurements that are employed and how they are reported:

The HON Company has made a public commitment to environmental sustainability; The HON Company was founded on the idea that there is essential value in the re-using or re-vitalizing products for our customers. Throughout our 60-year history, we have stressed waste reduction as a sensible business practice that is also good for the earth. We created a formal environmental program in the 1980's and have continually worked to improve upon our practices while staying aligned with appropriate environmental measurements.

- The HON Company is fully aligned with ISO14001 Environmental Management System and OSHA 18001
- We have received ANSI/BIFMA e3-2008 level[®] 2 certification for over 60 product lines, with another 15 product lines certifying at level[®] 1
- We have 80 product lines that have been SCS certified for Indoor Advantage[™] air quality guidelines
- We conform to California Emissions guidelines (CA1350)
- We have recently renovated our own headquarters to achieve LEED[®] Silver standing.

In 1992, The HON Company introduced the Rapid Continuous Improvement program (RCI), which empowers employees to develop more efficient production processes and eliminate waste. Improvements from our RCI practices have created benefits to our employees, to our End Users in the form of consistently competitive pricing, and to our environment in the form of conservation of resources and elimination of waste.

As mentioned above, The HON Company has an Environmental Management System that is fully aligned with ISO14001 and OSHA 18001; as part of this system HON also incorporates standards outlined by ISO14040 and ISO50001. Within our Environmental Management System, we have instituted policies and procedures to support our sustainable enterprise objectives. Many of these objectives correspond to the standards outlined by ANSI/BIFMA X7.1 for indoor air quality and e3 Sustainability Standards; our objectives include but are not limited to: air emission reduction, energy performance, greenhouse gas reduction, water management, LEED facilities, O&M chemical toxicity, efficient use of materials, solid waste management, hazardous waste reduction and process chemical toxicity. All manufacturing locations track energy, associated greenhouse gas emissions and resource consumption on a monthly basis. Roll-up reports of performance against goals are generated on a quarterly schedule and distributed to a wide range of operations management including key decision makers.

The following are significant achievements that have been attained through HON Company environmental innovation:

- The HON Company was the first manufacturer to render kenaf suitable for panel system use; kenaf is a fiber that is derived from an annually renewable plant related to cotton and okra. We call it Nature Core[™] fiberboard and it is used in our systems furniture panels as an acoustical control material. Highlights of Nature Core[™]: kenaf fibers are annually renewable, no formaldehyde is added, fire retardant materials are natural and meet UL Class

"A" fire rating, structural performance that adds more durability to the panel system, sound blocking characteristics (STC) exceeding BIFMA standards for a more acoustic friendly environment, tackable surface for a more efficient workplace.

- The HON Company's use of compression-molded components made of post-industrial wood saves upwards of 400,000 trees (that's 5,000 acres) annually and diverts thousands of tons of wood waste from landfills.
- Our paint reclamation system captures stray spray particles for re-use on our products. HON manufacturing locations recycle over 27,000 gallons of wet paint annually; approximately 30% of this recycled wet paint was used on site, at HON.
- Our fabric scrap recycling program, which is used to make trunk lining for vehicles, saves 200,000 to 300,000 pounds of fabric waste from landfills annually.
- The HON Company continually works on bulk packing initiatives that consume fewer raw materials and decrease the amount of shipping material that must be recycled or sent to landfills.

Our development teams are continually working towards a goal of lessening consumption and waste, creating strong, long-lasting products that have a thoughtful end of life story and helping to make our manufacturing processes better for the environment, our members and our customers.

B. Provide the number of product lines available by your firm, and the number of product lines that are certified as compliant with ANSI/BIFMA e3-2008 Furniture Sustainability Standard at level[®] 1 or higher? The HON Company has 101 product lines available. In the 5 year time period that we have worked with Scientific Certification System's, the HON Company has received level[®] 2 certification for 79 product lines, with 15 product lines certifying at level[®] 1. That means more than 75 percent of our product offering has earned this important certification, which evaluates multiple sustainability attributes: Human and Ecosystem Health, and Social Responsibility.

C. List all third party certification programs that your firm has achieved and the level of compliance. The HON Company was the first office furniture manufacturer to participate in Scientific Certification System's (SCS) Indoor Advantage[™] air quality certification program, assuring the best possible air quality for office workers. In addition to BIFMA e3-2008, we standardized our product certifications to work directly with SCS Indoor Air Quality and Indoor Air Quality Gold. The HON Company has 86 product lines that are SCS Indoor Air Quality certified, of which 70 are certified for Indoor Air Quality Gold. We participate in rigorous testing for ANSI/BIFMA certification in addition to the State of California's testing requirements for CARB compliance. Most HON products can also contribute toward one or more credits in the LEED[®] for commercial interiors category. The Leadership in Energy and Environmental Design (LEED[®]) Green Building Rating System[™] is the internationally accepted benchmark for design, construction, and operation of high-performance green buildings. The HON Company's products may help in the following LEED[®] credit areas: Construction Waste Management, Recycled Content Manufactured Regionally, Rapidly Renewable Materials, Low Emitting Materials, Systems Furniture and Seating.

2. Has your firm conducted a Life Cycle Assessment?

The HON Company utilizes a Design for the Environment process which helps set in motion the opportunity to utilize the best practice materials and methods to create low emission, environmentally conscious product lines. We also work diligently within our manufacturing sites to track all of the inputs and outputs that come from industrial manufacturing. We track our solid waste, recycling measures, waste water, air emissions, energy costs and renewable energy measures. These two very different sides of our production process marry to help create thoughtful products that we work to certify to the highest levels available to us. The HON Company does not conduct a formal Life Cycle Assessment; however, the model described above is currently in 3rd party review at this time.

3. Has your firm had any breaches of environmental, health, or safety standards within the past 12 months?

The Corporation has had various kinds of non-material breaches of safety, health, and environmental standards that have arisen in the ordinary course of business. It is the Corporation's opinion that liabilities, if any, resulting from these matters are not expected to have a material adverse effect on the Corporation's financial condition or environmental performance.